

Master's Degree Course Intercultural Studies in Languages and Literatures (ISLLI)

VADEMECUM FOR CURRICULAR INTERNSHIPS

The Master's Degree Course in Intercultural Studies in Languages and Literatures (ISLLI) offers students the opportunity to undertake a curricular internship: a valuable opportunity to make contact with the professional world. Host organizations can be public or private structures that carry out cultural activities, institutions, associations, companies, schools, publishing houses, translation agencies, both nationally and internationally.

Requirements and training credits

To be able to undertake the internship, students must have earned at least 18 training credits. Based on their study plan, they can choose whether to do an internship for 6 CFU corresponding to 150 hours of activity, or two consecutive internships for 12 CFU corresponding to 300 hours.

How to proceed

To search for internship opportunities, students can 1) check opportunities at affiliated organizations listed on ISLLI internship page <https://is-isl.li.unibg.it/it/opportunita-e-studi-allestero/tirocini-e-stage>; 2) check the opportunities on their own student portal or the link <https://www.unibg.it/terza-missione/collaborazioni-enti-e-imprese/placement>; 3) propose a suitable host organization of their own choice;

The faculty advisor for internships in the Degree Course, Prof. Anna De Biasio, is available to guide and assist students in choosing the host organization.

For the actual start of the internship, students must:

1. Carefully read the University Regulations dedicated to internships, in effect from 18/6/2018 and available at the following link: https://www.unibg.it/sites/default/files/normativa/regolamento_per_tirocini_curricolari_0.pdf
2. Verify, from their student portal, that the organization or company has an agreement with the University; if not, invite the organization or company to establish an Agreement, following the tutorial (at the bottom of the page) at the link: <https://www.unibg.it/terza-missione/collaborazioni-enti-e-imprese/tirocinio>
3. Define the internship project together with the faculty advisor/supervisor and the tutor at the host organization
4. Invite the company or organization to complete the online training project, via the link to the page <http://sportello.unibg.it/esse3/Home.do>
5. Confirm the project online, indicating the name of the faculty supervisor in the designated space

Once the project has been confirmed, the faculty member approves the project online and, after a week, the Internship Office initiates the internship.

During the internship, students must complete the appropriate register, downloadable from the University Internship page, indicating the hours and activities carried out. Additionally, interns are required to periodically inform the faculty supervisor of their activities, with methods and timing to be agreed upon.

Safety Training

Before the start of the internship or in its very early stages, interns are required to complete the general training (lasting 4 hours) provided by the University of Bergamo. See details at the link <https://www.unibg.it/terza-missione/collaborazioni-enti-e-imprese/tirocinio>

Specific training (of variable duration depending on the risk level of the duties performed) provided by the host organization. The general training is conducted only once in the working life.

Conclusion of the internship

At the end of the activity, students must submit to the Guidance and International Programs Office the register completed and signed by the students themselves, by the host organization's representative, and by the faculty advisor/supervisor. Documents must be submitted within two months of the internship's conclusion.

Recognition of Previous Extra-University Activities

It is possible to obtain recognition of previous extra-university activities for the acquisition of credits applicable to the internship. Recognition occurs based on specific conditions, illustrated in the appropriate document on the ISLLI Internships page: https://is-islli.unibg.it/sites/cl18/files/islli.recognition_of_previous_extra-university_activity.pdf

Working Students' Internships

Recognition of ongoing work experiences is not permitted. However, working students can request to carry out their internship within their own work context provided that: a) a training project is defined to be carried out in the work environment, not limited to ordinary work activities, that leads to the acquisition of significant skills for the chosen course of study b) a research and/or laboratory activity plan is added to the internship.

Internship Abroad (Erasmus/other International Programs)

It is possible to carry out the internship during a stay abroad as Erasmus students or as students in other ISLLI international programs, under the supervision of the same Institution where students spend their study period. However, the two activities (study and internship) must be carried out in the same academic year consecutively

and not simultaneously (i.e., it is not possible to carry out the internship during the teaching and examination period at the foreign University).

Specific Cases

The duration of the internship can be longer than indicated above only in special cases, such as in internships linked to a double degree program. In this case, it is necessary to agree on the experience with the faculty advisor for the double degree program, Prof. Elena Agazzi.