



To ensure that the internship provides a positive contribution to the company and provide meaningful experience, we ask that you fill out this form as detailed as possible. Experience has shown that the more specific you can be with the details of what is expected, the greater the satisfaction of all parties. We recommend that you together with the student complete this learning agreement. This will reduce the work for the company and gives the student the opportunity to give input. We appreciate your comments and feedback. Discuss the agreement in light of the learning objectives of the course description, see also attachments.

Work description

Tasks needed to be conducted in the company:

Company name:

Company contact (name and surname):

Title:

E-mail adress:

Phone

Student name (name and surname):

Title:

Student ID (7 digits):

Specialization:

E- mail:

Phone:

Short job description: (Describe the overall responsibilities the students will have with one or two sentences)

Main responsibilities/tasks: (List the specific tasks or projects that the intern is expected to complete during the internship period)

- _____
- _____
- _____
- _____
- _____

Please list the expected learning outcomes for the student:

- _____
- _____
- _____
- _____
- _____

Please list the expected outcomes for the company:

- _____
- _____
- _____
- _____
- _____

Place/Date: _____

Place/Date: _____

Name: _____

Student name

Name: _____

Company contact/supervisor

Signature: _____

Signature: _____

Attachment 1

Learning outcomes from the course description:

Knowledge

- Know about the key operative function in an enterprise and their interconnections.
- Have an overview of the formal management systems of the enterprise.
- Understand how informal rules and business culture shape everyday work

Skills

- Ability to define and negotiate a realistic and productive work plan with manager
- Know how to identify and use relevant and reliable information, theories and models, in writing as well as orally.
- Ability to reflect on own professional development

Reflection

- Respect for the complexities involved in doing business.
- Independence and responsibility.
- Critical reflection

Attachement 2

Confidentiality statement

By signing the learning agreement, you agree to treat every personal data regarding the company and its employees with confidentiality. Likewise, you commit to treat internal procedures and conditions at the company with confidentiality. You are also required to try to prevent others to gain information aforementioned conditions. The obligations are absolute and without time limit and apply to outsiders, not by virtue of their work, are entitled to them. Breach of this confidentiality, may result in criminal and / or civil liability.

It is understood and agreed that the provider of confidential information may provide certain information that is and must be treated confidential. To ensure the protection of such information, and to preserve any confidentiality is necessary under patent – and/or laws of trade secrets, that

1. The confidential information to be disclosed can be described as and includes:

Description (s), technical and business information relating to proprietary ideas and inventions, ideas, patentable ideas, trade secrets, drawings and/or illustrations, patents searches, existing and / or planned products and services, research and development, production, costs, marketing, and current or future business plans and models, regardless of whether such information is designed as ‘Confidential Information’ at the time of disclosure.

2. The recipient agrees not to disclose confidential information received from the intermediary to anyone unless required by law.

3. This agreement determines the entire agreement between the parties concerning the disclosure of confidential information. Any additions or changes to this agreement must be in writing and signed by the parties.

4. If any provision of this agreement is found to be unenforceable, the remainder should be enforced as fully as possible and any unenforceable provision (s) shall be modified to the limit extent required to permit enforcement of the agreement as a whole.

I acknowledge having read and understood this agreement and voluntarily accept the duties and obligations.

Name: _____

Student name

Signature: _____

Place/Date: _____