

### 1. FIND THE ACADEMIC SUPERVISOR

The STUDENT finds the internship and emails a professor asking for availability to tutoring or ask to Internship Office the assignment of the academic tutor; then, at least 15/20 days before the start date, the student sends an email to the School Internship Office providing the following specifications:

- first and last name of the student, course of study, internship in the study plan? expected hours to take
  - host organization
  - activity description
  - training objectives
- email address of the responsible of the company

The Internship Office approves via email

### 2. PREPARATION OF REQUIRED DOCUMENTS

THE HOST ORGANIZATION verifies that it has a valid internship agreement with the Career Service by sending an email to [careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it)

- IF NOT the host organization follows the steps required on the Career Service site
- If it is, after login they enter the Internship Document online on the Career Service site at least 5 working days before the start date by entering the student's ID number and copying in the activity description field the specifications contained in the email approved by Internship Office.

### 3. ACTIVATION

The Internship Office sends the INTERNSHIP DOCUMENT to the Intern and the Company Supervisor

The intern signs it and arranges also the signatures by the Company supervisor.

The intern takes the INTERNSHIP DOCUMENT to the Internship Office at least 2 working days before the scheduled start date of the Internship.

Only upon receipt of the Internship Document signed the Internship Office ACTIVATES the internship with the scheduled start date and communicates it to the host organization.

The internship office then sends via post to the company 2 copies of the Internship Document, one for student and one for the company

### 4. START AND COMPLETION

# COMPULSORY EXTERNAL INTERNSHIP