

## Tips when receiving a Swedish Media and Communication student for 12 weeks unpaid full-time internship

Thank you for showing interest in receiving a student from the Media and Communication Studies Program at Jönköping University!  
The internship period is mid-January to mid-April.

### TO EXPECT FROM THE STUDENT

- › *Good knowledge.* The student has good, both theoretical and practical, knowledge of different aspects of communication since the internship course is part of the last semester of a Bachelor Degree program. The knowledge in English is good.
- › *Maturity.* Swedish students are generally more mature than students in many other countries.
- › *Professional behaviour.* The student should follow the rules set up by your workplace, be in time and act the way any good employee would act.
- › *Participation and contribution.* The student shall participate in the ordinary working days.
- › *Full-time attendance.* The student is obliged to notify any non-attendance and the cause of it to you. He/she is not allowed to take a week off during the 12 internship weeks. Should the student be sick for more than a week, he/she will be obliged to prolong the internship period or to complement the internship with a short internship in another place of work.
- › *Own project.* The student shall be responsible for and carry through an own project related to the work of the internship placement. It is very much up to you and the student to agree upon a suitable project. Some examples of projects are a small event, an intern communication plan, an update of texts or photos on your web or some kind of a product like a video or a brochure. If not satisfied, you do not have to use the outcome of the project.



## TO BEAR IN MIND AS A MENTOR

- › *Work space.* A student who receives a key or an entry card and an own desk with a phone and a computer will feel welcomed.
- › *Introduction program.* If possible, please prepare an introduction program for the student's first week - parts of your web to get to know, documents to read, colleagues to follow during the first week and small tasks to start with.
- › *Aims and dialogue.* We encourage our students to make clear what their expectations are of the internship period and do encourage you to do the same. A good advice is also to give space for a reconciliation meeting in the middle of the internship, where the two of you set up goals to achieve for the remaining weeks.
- › *Internship Certificate.* After finishing the internship, the student would be happy if he/she would receive a training statement to refer to when applying for jobs later on.
- › *Internship statement.* After the internship period you will be asked to fill in a web based internship statement where you prove that the student has been attendant during the whole internship period.

**If you have any further questions, please contact me!**

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