



## AM LANGUAGE INTERNSHIP GUIDELINES

**AM Language is committed to giving students from all over the world a truly international experience on an internship in Malta. For this reason AM Language binds interns to clear guidelines which need to be respected. Please read the points listed below carefully and speak to a member of staff should you have any difficulty or questions regarding these guidelines.**

1. The internship is completed by the intern only for the purpose of earning academic credit. The intention behind work placements is to experience the work culture while practising English, not to *learn* English.
2. AM Language offers unpaid internships to interns that are **16 or older** on the first day of their placement, with B1 level of English and higher. Interns are expected to be able to communicate with the organisation; and an interview is requested prior to interns' arrival to ensure the required level of English. Interns are expected to be able to communicate with the organisation effectively. If interns cannot communicate, their placement may be terminated by the Host Organisations in which case AM Language cannot offer an alternate placement.
3. Internship placements should be booked at least 6 weeks prior to interns' arrival; Europass standard CV for each student must also be provided at this time as well as a Motivational Letter explaining the intention behind the request for an internship placement. DOPSMF065 AM Language Internship Enrolment Form also needs to be filled in and submitted.
4. The internship is a part-time / full-time position as agreed beforehand. Interns are expected to attend the internship placement as indicated on the enrolment form and agreed with the Host Organisations before their arrival.
5. It is understood that interns will be under the responsibility of a supervisor within Host Organisation. The supervisor is expected to oversee the intern placement and assign, monitor and evaluates assignments and projects accomplished. The supervisor may also be asked to submit a written evaluation/reference of the intern at the end of the placement as requested by the intern prior to start of placement. The supervisor is appointed by the Host Organisations and might be changed without notice.
6. Host Organisations may ask interns to complete specific tasks relevant to the internship prior to the start of the placement, these should be listed on the **Internship Profile**, or communicated to AM Language in writing.
7. The Host Organisation should provide the internship placement as per written **Internship Profile** supplied to AM Language, and any other duties/tasks assigned should be in line with this.
8. **Internship Profile** may be revised to reflect skills of individual interns and the demands of your organisation, however this should be communicated to AM Language in a timely manner.
9. Host Organisation shall inform interns of all and any policies or procedures they are required to follow. Interns are expected to follow all Host Organisations procedures and policies, this may include but is not limited to: dress code, punctuality, reporting, etc.
10. Should the intern or Host Organisation have any problems during the placement, it is of utmost importance that this is communicated with the AM Language **Internship Coordinator** – [internship@amlanguage.com](mailto:internship@amlanguage.com) or 00356 21324242, so as steps can be taken to rectify the matter. In the event that no solution is found both the organisation and the intern may decide to terminate the placement.
11. Intern should send any requests for leave or sick days by email to both Host Organisation and AM Language. Failure to do so is considered an infringement of these guidelines.
12. AM Language will be informed of any absenteeism or Leave or policy infringements.
13. AM Language is committed to offering quality Internships to interns. Interns will receive a work placement letter when their application is confirmed. Should an intern encounter any problems will do all we can to solve the problem within two working days of receipt of a written complaint. Should we be unable to resolve any valid complaint AM Language will do everything possible to change the intern's work placement immediately. Any issues or complaints regarding an intern must be done in writing clearly explaining the area of concern.
14. In cases of grants, the coordinator/teacher of the intern may visit any intern on site and is responsible for gathering information (intern journal and supervisor's evaluation) for granting credit.
15. All documents (such as EU grant papers, Curriculum Vitae, Motivation letters, Agreements) **must in English** and all papers to be signed (qualification papers, agreements, contracts from the education providers) **must be filled in before** sending to AM Language and / or the Host Organisations.
16. If the candidate has changed the start or end date of the internship after confirmation, AM Language will communicate these changes to the Host Organisations. If for any reason the Host Organisations cannot accept the new dates, the intern will be advised to keep the original dates, otherwise AM Language will look for a new Host Organisations, subject to availability and against an additional fee. Please see AM Language Terms and Conditions.
17. The intern will be dismissed from the program for disclosing any information outside the Host Organisations as well as within other departments of the same Host Organisation, including special offers he /she got, conversations between employees/interns, confidential information about the Host Organisation, any works she/he did for the Host Organisation or forwarding e-mails to personal accounts from Host Organisation's account, unless authorized by the management, or any infringement of these guidelines.

I, (Name + Surname) \_\_\_\_\_ have read and agree with the above mentioned terms & conditions.

Signature of Intern \_\_\_\_\_ Date \_\_\_\_\_

### For more details

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