

TRAINEESHIP INFORMATION	
DEPARTMENT/OFFICE	U.O. Internazionalizzazione – Erasmus and International Home
CONTACT PERSON FOR THIS PLACEMENT	Antonella Cortese
DIRECT PHONE AND MAIL	antonella.cortese@unipr.it 0521 906406 internship@unipr.it
TEACHING PLACEMENT INFORMATION	
WHAT IS A 'TEACHING PLACEMENT'?	<ul style="list-style-type: none"> • It is a way to experience Italy and its school system by teaching your own language and culture in Parma's schools. • It is a way to get Italian pupils to know your language and culture. • It is a way to put yourself to the test in a uniquely valuable professional experience. • It is a way to contribute to your CV.
WORKING LANGUAGE	English, Spanish, French, German, Italian. The first language required is your own mother tongue among the above languages.
LOCATION	In one or more of the Primary and Secondary schools of Parma.
DURATION	3 months minimum- 9 months maximum
WORKING HOURS / WEEK	Timetable to be agreed accordingly by the inside school's tutor and student.
TEACHING PLACEMENT COMPRISES	<ul style="list-style-type: none"> • 12 hours of training • 45 hours of in-class activity supporting language staff in a Parma school + 80 hours for preparing lessons (ppt) at home and planning activities with your school

	tutor • a final placement essay
THE UNIVERSITY OF PARMA OFFERS:	<ul style="list-style-type: none"> • tutoring • insurance • training • final assessment
IN ADDITION TO THE UNIVERSITY, OTHER INSTITUTIONAL PARTICIPANTS	<ul style="list-style-type: none"> • the Municipality of Parma • the Schools of Parma • the Teaching Authority for the Province of Parma
ACCOMMODATION	<p>The Welcome Office supports students in finding accommodation in Parma</p> <p>Servizio Accoglienza/Welcome Office Università di Parma Vicolo Grossardi 4 43125 Parma – Italy</p> <p>e-mail welcome@unipr.it phone: 0039 0521 904150 / 904632</p>
INTERNSHIP GRANT	No financial contribution. Students must apply for an Erasmus Grant at their home institution/country.
COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS	
WHO CAN DO A TEACHING PLACEMENT?	All foreign exchange students at the University of Parma, independent of the Faculty they attend. Proactiveness, responsibility and efficiency are desired.
WHAT DOES THE STUDENT GAIN FROM IT?	<p>From the academic point of view:</p> <ul style="list-style-type: none"> • 5 ECTS Credits (45 in-class hours) • final mark (out of 30/30) <p>From the personal point of view:</p> <ul style="list-style-type: none"> • a deeper knowledge of the city and its people beyond the university environment • knowledge of the Italian school system • an unrepeatable professional and interpersonal Experience
HOW TO ENROL IN A TEACHING PLACEMENT?	<ol style="list-style-type: none"> 1. Before arriving, let the Erasmus and International Home of the University of Parma know of your interest and availability, mailing antonella.cortese@unipr.it and internship@unipr.it 2. On arrival, confirm your intention to proceed.

DOCUMENTS REQUIRED

Interested students must send by email asap, the following documentation:

Cover X	Curriculum Vitae X	Academic certificates X
Additional notes	THE PROGRAMME STARS ON SEPTEMBER/OCTOBER (FIRST SEMESTER) AND ON JANUARY/FEBRUARY (SECOND SEMESTER)	