

TRAINEESHIP INFORMATION	
DEPARTMENT/OFFICE	U.O. Internazionalizzazione - Erasmus and International Home
CONTACT PERSON FOR THIS PLACEMENT	Dr. Antonella Cortese
DIRECT PHONE AND MAIL	antonella.cortese@unipr.it 0521 906406 internship@unipr.it
STUDY ASSISTANTSHIP INFORMATION	
WHAT IS A 'STUDY ASSISTANTSHIP'?	<ul style="list-style-type: none"> • It is a way to experience Italy and its school system by helping with your own language and culture the pupils coming from your country and enrolled in Parma's schools. • It is a way to help pupils to better understand lessons in Italian and to face different lessons in their mother tongue thanks to your support • 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	Moldavian, Romanian, Albanian, Arabic, Punjabi/Hindi, Filipino/Tagalog, Chinese. The first language required is your own mother tongue among the above languages. <u>Italian (min. B2 C.E.F.) is compulsory.</u>
LOCATION	In one or more of the Primary and Secondary schools of Parma
DURATION	3 months minimum- 7 months maximum
WORKING HOURS / WEEK	Timetable to be agreed accordingly by the inside school tutor and student.
STUDY ASSISTANTSHIP COMPRISES	<ul style="list-style-type: none"> • 12 hours of training • 45 hours of in-class activity supporting teachers

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	in a Parma school + 80 hours for preparing lessons (ppt) at home and planning activities with your school tutor <ul style="list-style-type: none"> • a final placement essay 	
THE UNIVERSITY OF PARMA OFFERS:	<ul style="list-style-type: none"> • tutoring • insurance • training • evaluation 	
IN ADDITION TO THE UNIVERSITY, OTHER INSTITUTIONAL PARTICIPANTS	<ul style="list-style-type: none"> • the Municipality of Parma • the Schools of Parma 	
ACCOMMODATION	<p>The Welcome Office supports students in finding accommodation in Parma</p> <p>Servizio Accoglienza/Welcome Office</p> <p>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 STUDY ASSISTANTSHIP?	All foreign exchange students at the University of Parma, independent of the Faculty they attend. Proactiveness, responsibility and efficiency are desired.	
HOW TO ENROL IN A STUDY ASSISTANTSHIP?	<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



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Additional notes	THE PROGRAMME STARS ON SEPTEMBER/OCTOBER (FIRST SEMESTER) AND ON JANUARY/FEBRUARY (SECOND SEMESTER)
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