



Alnarp 2023-02-14

Contract for on on-the-job training (internship) in the course "Landscape architect practice"

§ 1 Parties

This agreement is established between the Department of Landscape Architecture, Planning and Management, SLU Alnarp, and the workplace listed below and relates to collaboration during the on-the-job training included in the education as a landscape architect at SLU Alnarp.

Student	Personal number
E-mail	Year of enrollment
Internship dates (from-to)	Number of working days
Workplace	
Employer's address	
Supervisor (name, position, email address, and telephone number)	
Description of the work duties	

§ 2 On-the-job training - Internship

The landscape architecture students are linked as interns to a workplace for 8 weeks within the framework of the course *Landscape Architect's Internship*, 15 credits. The workplace has a special responsibility for the student during the stay at the workplace. This means that the student should be given the opportunity to continuously follow and participate in activities and development work at the workplace. Ordinance (1982:1077) on compensation of public funds for injuries caused by students at state higher education units during internships at non-state workplaces may be applicable if the internship is prescribed in accordance with section 2 of the ordinance.

§ 3 Responsibilities of each party

§ 3a Swedish University of Agricultural Sciences is responsible for:

- To inform the workplace about the purpose and role of on-the-job training in the vocational training of landscape architects.
- To inform the student's supervisor about the course structure in general and the assessment criteria that form the basis for the examination and continuously answer the supervisor's / workplace's questions.
- To examine the student's on-the-job training within the framework of the university course of which this is included.
- Insurance: The student enjoys insurance coverage through SLU in the form of a personal injury insurance that applies to course activities / internships and travel to and from the educational site within Sweden. For travel abroad, SLU can take out additional insurance if the course coordinator is informed at least two weeks before the stay abroad. SLU takes out insurance for internships abroad for a maximum of 10 weeks if the entire internship is carried out outside Sweden.

§ 3b The workplace is responsible for:

- To ensure within their organization that the student receives relevant tasks, competent supervision
- That the manager informs the student about the workplace's activities and organization.
- To appoint a person as the student's main supervisor who is also the course leader's contact person.
- A good and safe working environment.
- To inform the trainee about the workplace's safety procedures in the event of an emergency.

§ 4 Letter of completed internship

At the end of the internship period, the supervisor should produce a letter describing the nature and scope of the work performed, the supervisor's assessment of the student's "initiative, degree of motivation, actual performance and ability to work both independently and in groups". The letter should also state the duration of the internship period and be signed by the supervisor.

Manager at workplace

For the Department of
Landscape Architecture,
Planning and Management

X

Signature, name
Title

X

Scott Wahl
Course leader