



Work experience: Internship

Dear Sir or Madam

As careers advisers of 10th year students of the European School Munich, we would like to ask for your help.

Our fifteen/sixteen year old students do a two-week internship every year to get some insight into the world of work. They are boys and girls who are taught in several languages and nearly all can communicate effectively in German.

The internship has always been an enriching experience for our students. Therefore, we would like to make this experience possible for our students in 2023 as well.

We depend on your generous understanding and willingness to help. Therefore, we would like to ask you if you would be willing to host one or more students in your company/organisation for a fortnight.

We expect the students to work the normal hours in your company/organisation. The students must not be paid. We would be very grateful if you could provide a short report on the student.

The placement will take place from **Monday 26 June 2023 to Friday 7 July 2023** inclusive. Should you be in a position to offer us one or more internship places, I would be very grateful if you would complete the attached form and return it to me, or inform me by fax.

You can reach us at the school under the fax number (089) 62816 444 or by telephone: +49 (0) 89-62816-0

Thank you very much in advance for your understanding and effort.

With kind regards

The University and Careers Advisers of the European School Munich

Placement form

Please fill in and return to the careers adviser

To be completed by the company

COMPANY NAME / ORGANISATION: _____

ADDRESS:

TELEPHONE NUMBER: _____

KONTAKTPERSON: _____

We are willing to accept the following student(s) as a trainee in our company/organisation during the period **26 June to 07 July 2023**.

STUDENT NAME _____

Place, Date /Company stamp/ Signature

To be signed by a parent or guardian

Place, date Signature of parent/guardian

Work experience outside Munich

Dear Parents,

Your son/daughter has decided to complete his/her work placement outside Munich. The work placement will take place from **Monday, 26.06.2023, to Friday, 07.07.2023**. In principle, the school's insurance also covers internships; however, the prerequisite is that the internship is internally connected to the school attendance and can also be assigned to the school's organisational area of responsibility. Particularly in the case of an internship abroad, the school is not in a position to guarantee such comprehensive internship support due to the large geographical distance. This means that you should make your own arrangements for travel, accommodation, supervision both at the placement site and for the time your child spends away from the placement site, and ensure that your child is properly insured for the duration of the work placement. We therefore recommend that you contact your personal insurance company about this. You should also check the cover provided by your health insurance. We assume that the cost of additional insurance is low, but it should still be taken out if necessary.

As confirmation that you have taken note of this regulation, please complete the form below and return it to your careers councilor by 08 May 2023.

Important: Students who have not submitted this confirmation by this date are not eligible to complete their internship away from Munich!

Please contact us if you have any further questions regarding the internship programme.

Internship outside Munich

Name of student _____ Class _____

Place of internship _____

I hereby confirm that I take full responsibility for my son/daughter for the entire duration of the work placement.

responsibility for my son/daughter for the entire duration of the internship. This includes travel, accommodation, supervision directly at the placement site and outside of it. I am aware that I must apply for the necessary insurance cover myself and ensure that adequate cover is in place.

Signature _____

Name of parent or legal guardian _____