



**Eastern
Mediterranean
University**
"Virtue, Knowledge, Advancement"

COLOR PASAPORT
PHOTO

**Eastern Mediterranean University
Faculty of Tourism**

Internship Agreement

Company Name

Name

Address

Student No

City

Program

Contact Person

Academic Year

Telephone

Telephone

E-mail

E-mail

Web Address

Address

Hosting Company Supervisor / Representative

University Internship Coordinator

Name

Koral Karamanoğlu

Name

Position

Senior Instructor

Position

GSM No

(+90) 533 835 81 57 – (+90) 392 630 14 53 / 22
Telephone

E-mail

internship.tourism@emu.edu.tr

E-mail





A. Internship Program (.....working days)

The internship starts on ___/___/_____ and ends on ___/___/_____.

B. Place of Internship and Work Assignments

Work-based learning through internships offers a unique opportunity for graduates adding a hands-on training to the mostly theoretical knowledge acquired at university. The internship is geared at gaining experience from real work tasks in a hosting company, and supports the transition from the education system to the world of work and is part of the wider concept of career development in a Lifelong Learning environment.

The overall purpose of the Internship is to facilitate the entry into the labour market by obtaining relevant practical working knowledge as well as organizational and relevant job skills.

Place of work / Department is: _____

The Intern will deal with the following work assignments and learning tasks:

During the internship, the University Internship Coordinator will regularly liaise with and support the company supervisor in all aspects relevant to this internship.

The Intern shall keep a training logbook in an orderly manner for the internship duration, indicating for each week the assigned works completed, and inform both the company advisor and the internship coordinator about any major changes described in this agreement.

The internship coordinator is responsible for managing the quality assurance and evaluation process during and after the internship, using respective methodology and instruments. Prior and on completion of the internship, the Internship Coordinator will have an entry and exit interview with the Intern/ Student, being part of a career guidance support to the student.

C. Obligations

The company is obliged to instruct the intern student about internal company rules and regulations, including safety, hygiene, work and communication routines. The intern student is obliged to follow these rules and regulations applying to the rest of the employees.



D. Payment Regulations and Insurances

The company is obliged to insure the intern student against work related accidents during the internship and to cover the respective insurance premium.

In total the intern student will be paid as follows.

E. Working Regime

The weekly working hours are estimated to be _____ hours including ___ hour daily lunch break.

The working hours are placed on the following days _____ between ____ and ____ am/pm.

F. Confidentiality

The Intern and University Internship Coordinator are obliged to maintain confidentiality with third parties regarding all information obtained during the internship on intentional or unintentional basis.

This does include all business processes within the company, personal and corporate data (e.g. about clients, products and services).

G. Termination of Internship

If this agreement has failed to be fulfilled, all involved parties must be contacted immediately. The termination of this agreement has to be in writing to the other parties involved. The terminating party equally has to inform the University Internship Coordinator in writing.

Date: ___/___/_____

Date: ___/___/_____

Date: ___/___/_____

Hosting Company
Contact Person

Faculty of Tourism &
Internship Coordinator

Intern Student

APPROVAL

APPROVAL

SIGNATURE

Hosting Company
Corporate Stamp &
Signature

EMU Faculty of Tourism
Stamp & Signature

Intern Student
Signature

