

## Hints for a successful internship

You're trainees. That means that you as a pupil are still under the supervision of your **school**, and as a trainee also the rules and practices of the **company** must be respected. You may of course ask questions to your supervisor. Good arrangements make good friends!



In the internship regulations you will find articles that match these rules.

1. As a student-trainee you are obliged to respect the **work regulations**, and also the rules specific to the company and the industrial sector (art. N°.....).
2. As a student trainee you are bound by **professional secrecy** agreement inherent to the sector in which the internship is completed. Make no statements or actions that could cause harm to the good name or the activity of the internship provider. Even after your internship this rule continues to be applied (art. N° ....).
3. Make sure you're always **on time**, and do not leave too soon. Preferably finish off a work you started (Art. N°.....).
4. You should report for **being absent or late** (sick, flat tire, missed bus) as soon as possible and certainly before the start of the working hours, to the school, your tutor and your supervisor. You'll find the phone numbers in this manual (art. N°....).
5. Keep your **internship-logbook** strictly with you. Make your assignments every day in consultation with your supervisor, and let him read your reports. He can assess your work and give you feedback. Make sure you hand in your internship reports to your coordinator at school on the agreed time (art. N°....).
6. Complete the **orders and instructions of your supervisor** as well as you can, and inform him immediately when you're done. If your supervisor has no concrete tasks for you, then stay **active**. You can clear up mess, clean the workplace; fill in your internship logbook... Do certainly not hang about doing nothing (art N°...).
7. Listen carefully to the explanations on the use of **products, tools or equipment**. Read the instructions or ask additional explanation when something is not very clear. Contact your coordinator or your school if you would have caused **damage** in one way or another. Your coordinator will surely help solve the case. You are not responsible for wear or damage from normal use. If you deliberately break something, then you will have to pay for it (art. N°....).
8. Do your job everywhere and always in a **safe and healthy** way. Learn about the usual work clothes and possible measures for your personal physical protection (art. N°....). Also take care for the environment. Show your concern by asking about the rules, and apply them.
9. Remember: **You're there to learn!** It is better you go to your supervisor to ask something (again), than that he must come and restore an error, if it's still possible (art. N°....).
10. And finally: for every **problem** that cannot be solved on the spot, please always check with your supervisor or the school (art. N°....).