

TRAINEESHIP INFORMATION	
DEPARTMENT/OFFICE	Ufficio Scambi Didattici Internazionali e Accoglienza Docenti e Studenti Stranieri – International Office (I.O.)
CONTACT PERSONS FOR THIS PLACEMENT	Antonella Cortese Tiziana Cordaro
DIRECT PHONE AND MAIL	an.cortese@libero.it 342 0434570 tiziana.cordaro@unipr.it 0039-0521 904150 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 the different subjects 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 even more than one, of the Primary and Secondary schools of Parma
DURATION	3 months minimum- 7 months maximum

T14004-STUDY ASSISTANTSHIP**PERIOD: any period till December 2015**

Università degli Studi di Parma

PERIOD	From October 2014 to May 2015
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 in a Parma school + 80 hours for preparing lessons (ppt) at home and planning activities with your school tutor • 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 office supports students in finding accommodation in Parma</p> <p>International Office – Via Università, 12 – 43121 Parma</p> <p>e-mail tiziana.cordaro@unipr.it</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. Pro-activity, accuracy, sense of responsibility and efficiency are highly recommended
HOW TO ENROL IN A STUDY ASSISTANTSHIP?	<p>1. before arriving, let the Ufficio Scambi Didattici Internazionali e Accoglienza Docenti e Studenti Stranieri – International Office (I.O.) of the University of Parma know of your interest and availability, mailing an.cortese@libero.it and tiziana.cordaro@unipr.it</p> <p>2. on arrival, confirm your intention to proceed.</p>
DOCUMENTS REQUIRED	

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Interested students must send by email asap, the following documentation:		
Cover X	Curriculum Vitae X	Academic certificates X
Additional notes		