



CURRICULAR INTERNSHIPS: activation and development of activities

It concerns an internship period within external companies, carried out by students regularly enrolled at the University. This kind of internship **begins and ends** before the student's graduation date.

The Career Service department exclusively deals with administrative procedures. It is recommended to check the internship regulation and rules belonging to the course of interest, which includes information regarding the recognition procedures of University credits, and, eventually, periods in which it is possible to carry out an internship activity.

How to activate the curricular internship?

Students can find the company for the internship in two different ways:

- through the internship services, managed by the Career Service Department in collaboration with Almalaurea
- through external channels.

In both cases, companies and interns have to follow the same procedure:

	PROCEDURES (STEPS)	DESCRIPTION
1	<p>COMPANY:</p> <ul style="list-style-type: none"> - signs the agreement, called "convenzione" <p>INTERN:</p> <ul style="list-style-type: none"> - updates his/her Almalaurea profile 	<p>The company that is willing to activate the internship ought to register on the platform "Almalaurea" and adhere to the University's internship convention. <u>(If already registered and affiliated, it is not necessary to carry out this step).</u></p> <p>The intern has to upload his/her CV on the platform "Almalaurea", by logging into his/her account Almago (Almalaurea), through Segreteria online > Stage e Placement > Accesso ai Servizi.</p> <p>When accessing for the first time, it will be necessary to confirm personal and curriculum data.</p> <p>Then, the system will allow the intern to fill out additional fields concerning the CV.</p>
2	<p>COMPANY:</p> <ul style="list-style-type: none"> - uploads the training project, called "progetto formativo" 	<p>Through the Almalaurea platform, the company uploads the intern's "progetto formativo", filling out a form. After that, the system sends the "progetto formativo" for approval to the office staff.</p>
3	<p>ACADEMIC TUTOR</p> <ul style="list-style-type: none"> - approves the "progetto formativo" 	<p>The academic tutor, which changes according to the degree course, approves the "progetto formativo".</p> <p>Both the company and the intern will receive an email that communicates that the internship has been approved.</p>
4	<p>COMPANY</p> <ul style="list-style-type: none"> - downloads the "progetto formativo" and sends it back to the Career Service Department 	<p>The company downloads, prints, signs and stamps the "progetto formativo".</p> <p>Then, it scans the document and sends it digitally to the Career Service Department (stage@iulm.it).</p>
5	<p>CAREER SERVICE DEPARTMENT</p> <ul style="list-style-type: none"> - final activation of "progetto formativo" <p>INTERN</p> <ul style="list-style-type: none"> - signs and receives the "progetto formativo" 	<p>The Career Service Department activates the internship and later uploads again the document, fully signed by the company, the intern and the academic tutor, in the student's and company's Web Almalaurea pages.</p>

REQUEST OF THE FINAL INTERNSHIP CERTIFICATION: at the end of the internship (traineeship) both student and company will receive an email with a questionnaire to complete. Once they have filled it out, the intern may request, by email (stage@iulm.it), his/her final internship certificate, indicating his/her name, surname, Student ID number, starting and ending date of the internship and the name of the company.

