

INTERNSHIP POLICY DOCUMENT

VALLA
FOLKHÖGSKOLA

VALLA
GAME
EDUCATION

Purpose of the Document

This document outlines the expectations, responsibilities, and requirements for companies, interns, and the vocational education institution to ensure a mutually beneficial and educational internship experience.

Purpose of the Internship

The goal of an internship is for the intern to practice their craft, receive coaching and advice from a professional in their field, and provide the company with valuable workmanship.

Responsibilities of the Company

Mentorship and supervision: The workplace must provide a mentor or supervisor for the student. The mentor should not be another intern or equivalent and must be a professional in the interns field.

Regular Check-ins: The intern and mentor need to have reasonably regular check-ins to ensure the intern is on track and to address any blockers or questions.

Feedback and Evaluation: Companies should conduct regular performance evaluations of the intern, providing constructive feedback and areas for improvement.

Projects: The intern should be assigned to actual company projects relevant to their field of study, offering hands-on experience that contributes to their professional development.

Prohibition of Exploitative Practices: The intern should not be given tasks that do not contribute to their learning or professional growth within game development, and their workload should be reasonable and aligned with their educational objectives.

The Intern should not work more than equivalent to full time employment. i.e. 40 hours per week. If both intern and company are keen on additional work outside of the full time internship, a paid hourly based contract is recommended.

Legal Compliance: The intern cannot replace a paid worker, in accordance with Swedish law.

Adherence to Policy: If the company does not adhere to the policy, the school reserves the right to move the intern from the company before the agreed-upon period has ended. This action will be taken to protect the intern's educational and professional development.

Responsibilities of the Intern

Professional Conduct: The intern is expected to adhere to professional standards, including punctuality, and respectful communication within the workplace.

Proactive Engagement: The intern should take initiative in seeking feedback, asking questions, and actively participating in learning opportunities provided by the company.

Confidentiality and Compliance: The intern must comply with company policies, including those related to confidentiality, data protection, and intellectual property. The intern should work to the best of their ability at the tasks given by the company and adhere to the agreed upon working hours.

Mutual Agreements

Clear Communication: Clear communication between the company, the intern, and Valla Game Education to address any issues or concerns promptly.

Check-ins with Educational Institution: During the internship Valla folkhögskola should have check-ins with both the intern and the company separately to ensure the internship is meeting its objectives and to provide support as needed.

Insurance Coverage: Valla folkhögskola's insurance covers the intern during their internship period, ensuring protection against accidents or injuries that may occur while on duty as well as while traveling to and from the workplace.

Shared Responsibility for Work Environment: Both Valla folkhögskola and the company are jointly responsible for ensuring the intern work environment is safe and conducive to learning. An intern undertaking workplace training should, in terms of work environment issues, be treated as an employee.

Additional Considerations

Diversity and Inclusion: Encourage companies to foster an inclusive workplace culture where people from diverse backgrounds feel valued and supported.

Compensation and Benefits: While internships are often unpaid, it is allowed that companies may provide some form of compensation or benefits.