



# Internship agreement (LiA)

Lärande i Arbete and internship, 20 weeks.

## Workplace information

Company	Supervisor/Mentor
Company address	Profession/title
Zip code and city	E-mail supervisor/mentor
Website	Telephone

## Student information

Name	E-mail
Education	Period of internship (LIA)

## Futuregames head of education information

Name	
E-mail	Telephone



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## Internship description

The student will work as:
The student will have the following work assignment(s):
Describe how the mentoring will be performed on a regular basis with your mentor at the LiA-company:
Person responsible for the project or closest supervisor is:
Describe the assignment(s), the goal of the assignment(s) and the target group:



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## Purpose of the agreement

The aim of the LiA agreement is to guarantee that the supervised internship aligns with the Futuregames curriculum, and the internship description provided earlier. This ensures that the internship's quality adheres to the objectives and, through collaboration, promotes the achievement of both the supervisor's and student's goals.

### Responsibilities of the company and the supervisor/mentor:

- The workplace designates a supervisor/mentor for each student, responsible for overseeing planning, mentoring, supervision, and evaluation during the LiA period.
- The workplace is accountable for all expenses associated with the LiA period, including items like phone expenses, and is required to furnish the student with all necessary logistical arrangements concerning the internship. This encompasses the provision of a suitable workplace, necessary hardware, and software. However, the company is not obligated to provide financial compensation to the student during the LiA period.
- The supervisor/mentor will allocate time to assign work tasks to the student in alignment with the present curriculum and goal description.
- The supervisor/mentor will reach out to Futuregames at any time throughout the LiA period to address any encountered issues.
- The supervisor/mentor will meet Futuregames head of education for a LiA visit/check-in.
- The supervisor commits to fill out an evaluation form of the student's performance during the LiA-period. The evaluation form will underline the student's examination in the course and will be signed and sent to the head of education no longer than 7 workdays before LiA ends.
- Acquiring industry experience through work is a crucial aspect of being a supervisor/mentor. To effectively fulfill this role, the supervisor/mentor should possess a minimum of two years of industry experience and should have a supportive and positive attitude.

### Student's responsibilities:

- The student follows the company's processes, routines, working hours and agreements.
- The student actively participates in the assigned project and communicates with the team regarding the work routine.
- The student shall contribute with their own knowledge proactively.
- The student has a responsibility to notify both the supervisor/mentor at the workplace and the head of education in case of absence, and to follow the workplace routines.
- The student commits to following any privacy- and security protocols that the company might follow. If needed, the company may commence confidentiality agreement with the student.

### Responsibilities of Futuregames:

- Futuregames will provide the supervisor/mentor with a written LiA-introduction before the internship starts.
- Futuregames will be available as a resource both for the student and the supervisor/mentor during the entire LiA.
- Futuregames has the right to terminate the LiA-period if the workplace or the student does not follow the directions stated above.
- Futuregames will visit the company at one point, either physical or via online meeting, for a follow up during the internship. Basis for discussion during this meeting will be the goals and expectations stated in this document.



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## Occupational safety and insurance:

The company is responsible for the general occupational safety regulations within the establishment during the LIA-period.

The student is insured through their studies at Futuregames, correspondent insurances by terms according to <http://www.kammarkollegiet.se>.

## Signatures

Student's name:	Signature and date:
Futuregames representative's name:	Signature and date:
Company representative's name:	Signature and date:

### Attachments

- Internship Handbook