

## Cooperation agreement – Internship (Lärande i arbete, LIA)

### Information regarding the workplace

Organization Name	Supervisor
Address	Profession/title
Zip code and city	E-mail supervisor
Website	Telephone
Organization Number	

### Information regarding the student

Name	E-mail
Address	Telephone
Zip code and city	

Education	
Year of admission	Period of internship (LIA-period)

### Information regarding the educational supervisor

Name	
E-mail	Telephone
Minimal contact hours with mentor per week	

## Management layout

Goals during the internship period (filled in by the educational supervisor)

Description of the work tasks (filled in by the workplace supervisor)

## Purpose of agreement

The purpose of the LIA agreement is to ensure that the supervised internship is performed according to the Futuregames curriculum and management layout stated above, to make sure that the quality of the internship is carried out according to the goals and through cooperation encourage that both the supervisor's and student's goals are accomplished.

## The workplace and commitments of the supervisor:

- The workplace appoints each student a supervisor who has sufficient capacity to manage such a responsibility and is a representative in the work location's planning, managing, supervising and evaluation of the LIA period.
- The supervisor participates in an introduction in supervision offered by Futuregames.
- The work location is responsible for any costs related to the LIA-period, for example phone expenses, and will utilize any productions that may occur. However, the work location is not obligated to supply the student financially during the weeks.
- The supervisor is expected to set aside time to appoint work tasks to the student according to the current curriculum and established management layout and to be available to answer to questions and reporting.
- The supervisor is expected to meet the student with a positive attitude and interest.
- The supervisor commits to immediately contacting Futuregames with possibly changed circumstances that alters the LIA in any way.
- The supervisor commits to, at the end of LIA, fill out an evaluation for Futuregames account, hence this is a part of the school's quality work.
- The supervisor commits him/herself to fill out an evaluation form of the student's performance during the LIA-period. The evaluation form will underlie the student's examination in the course and will be signed and sent to the education manager no longer than 7 workdays after finished LIA.

## Commitments of the student:

- The student commits to actively and intriguingly participate in the tasks agreed by the workplace according to the current syllabus.
- The student commits to with their best ability try to understand the organization's conditions and needs and to contribute their own knowledge in a relevant manner.
- The student has a responsibility to notify both the supervisor at the workplace and the educational supervisor any kind of absence, and to follow the same rules that apply to eg illness and leave of absence. Leave more than two consecutive days must be granted by the educational supervisor.
- The student commits to obey any privacy- and security protocols that the organization might follow. If needed, the organization may commence confidentiality agreement with the student.

## Commitments of Futuregames:

- Futuregames will provide an introduction for supervisors.
- Futuregames will assist, if needed, with the design of work tasks and projects.
- Futuregames will be available as a resource both for the student and the supervisor during the entire LIA period.
- Futuregames commits the right to terminate the LIA period if the workplace or the student does not follow the directions stated above.

### Occupational safety and insurance:

The workplace is responsible for the following of 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>. The insurance applies in Sweden during the course (LIA) during school hours and trip between residence and “the place where school hours are spent” (in some cases the LIA location).

### Signing

This Cooperation Agreement is digitally signed via the Scrive.com signature service. Once all parties have signed the agreement, each part receives a signed copy automatically through the signing service. The signed agreement is archived at Futuregames.

By signing the agreement, the parties certify that they have read to the following attachments and at the same time approve the terms specified in the attachments.

### Attachments

- LIA – handledarinfo (compulsory)

Other attachments