

INTERNSHIP GUIDE: rights & duties of an intern

Confidentiality	Nota Bene
Employers may ask interns to sign confidentiality statements, which may have a bearing on the information you disclose in your internship report and elsewhere.	Students faced with this type of agreement are encouraged to discuss any questions that may arise with the Internship Office to make sure they fully understand the terms and conditions of the agreement.
Absence(s) due to illness	Nota Bene
If you are feeling unwell and cannot go to work, please make sure to contact your internship supervisor – if not, it will be considered as an unjustified absence.	You may need to obtain a certificate from a doctor.
Work accidents	
Please contact the hosting organization <u>and</u> the Internship Office.	
Serious issues	Nota Bene
You must inform AUP of any serious health, work-related or family-related problems which occur during your internship so we can provide help and support, and be in contact with your supervisor if needed.	We treat any personal information with extreme care and never release it to your internship supervisor without prior consent.
Ending your internship	Nota Bene
If you would like to end your internship earlier than planned for any given reason, please contact the Internship Coordinator to discuss your situation.	Be aware this is not automatic. An <i>avenant</i> (document amending the internship contract) will need to be signed.
Extending the duration of your internship	Nota Bene
If you wish to extent the length of your internship , please contact the Internship Coordinator to discuss details and see if or under what conditions this is feasible.	Be aware this is not automatic. An <i>avenant</i> (document amending the internship contract) will need to be signed.
Evaluating your internship experience	Nota Bene
You must fill out the student evaluation form .	Please remember than you will be asked to fulfil other completion requirements.