# WORK PLAN AND SCHEDULE

Name of participant:

E-mail:

Phone number:

## Work plan

|  |  |
| --- | --- |
| **Dates** |  |
| **Location** | Besöksadress  Uppsala |
| **Working hours** | Daily 8-16:30 (8,5 hours)  Lunch 12-12:30 (30 minutes) |
| **First day info** | Come to the ENHET/INSTITUTION at X in the morning.  Ring the door bell to be let in.  There are two lunch rooms with microwave ovens in the building to use if you want to bring your own lunch. If you prefer to eat out there are several lunch restaurants nearby. |
| **Office policy** | Visiting interns/staff at Uppsala University are expected to work and be present at the office (except during meetings) five full days a week (Monday-Friday). Uppsala University is an informal and non-hierarchical workplace. You are expected to conduct your work independently, meet deadlines and attend and be on time for meetings.  You will be under the supervision of an experienced staff member and that supervisor/contact person will be happy to answer any questions that you may have. If you fall ill or are unable to come to the office you have to report this to your supervisor.  The working language is Swedish and English. Swedish language skills are not required for the placement. However, advanced English communication skills, oral and written, is expected. |
| **Offer** | You will gain an insight into the structure and work of Uppsala University and the work processes of the ENHET/INSTITUTION. You will get an understanding of how to work with international students as well as how international partnerships and mobility programmes operate. |
| **Contact person** |  |

|  |
| --- |
| Overall tasks to perform |
|  |

**Schedule**

|  |  |  |
| --- | --- | --- |
| **Week 1 DATES** | | **Contact Person** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |

|  |  |  |
| --- | --- | --- |
| **Week 2 DATES** | | **Contact Person** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |

|  |  |  |
| --- | --- | --- |
| **Week 3 DATES** | | **Contact Person** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |

|  |  |  |
| --- | --- | --- |
| **Week 4 DATES** | | **Contact Person** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |