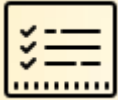
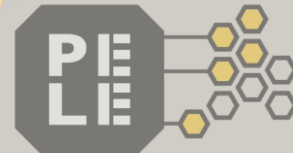


# BEFORE

TEACHER



- Find who are your School international partners and check their homepages
- Take contact with Enterprise, the Students and his/her Supervisor at the Enterprise
- Plan the Cooperation (Agreements, Online Meetings before and during the internship)
- Documentation and Agreements (compare Learning outcomes, describe the extra value of Internship, guidelines for the Internship, prepare Learning agreement, evaluation and feedback Sheet)
- Europass CV ja Cover Letter
- Control the Logistics, how to book tickets and prepayd accomodation  
Create Blog and share with the student
- Control that your Passport or ID-card is valid
- All documents are with signatuures and print out or you have electronical version of it
- Get to know local traditions, national holidays, climate differences, local transport possibilities



# DURING

TEACHER



- Keep a Touch with Enterprise, Student and Supervisor
- Find out how the Student feels, what kind tasks he/she have, how is he/she supported, extra possibilities



- Keep all tickets and bills for the statement of expenditure
- Keep all business cards for future contacts and share Kontakt ettevõtte, õpilase ja juhendajaga
- Find out how works previous agreements, write about changes needs
- Reccomend and encourage the student speak with the Supervisor if anything is not clear or the Student need help

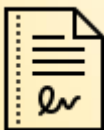


# AFTER

TEACHER



- Thank for the opportunity and speak about future cooperation. Give the school souvenir and thanks giving.
- Control that all documents and the tickets are with you and shedules are not changed
- Save time before boarding the plane.
- End the Contract with Enterprise and give back the key of the hostel and ask the bill

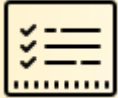


- Pass on all documents abot your visit/ internship to the International relationship Coordinaator (Euriopass, report, tickets and bills) during 5 working days
- Share your experience with colleagues
- Validate the internship



# BEFORE

# COACHING



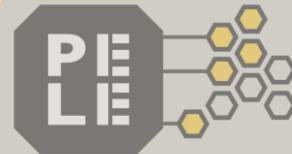
- Take part from the preparation activities
- Be mentor for the students for the decision process and support to improve



- First contact with the Enterprise abroad
- Coordinate and fill all documentation (guidelines, contract, evaluation sheet) for the student with student
- Read the students statement for the internship, Europass CV ja cover letter.
- Organise the logistics and accommodation with student
- Discuss about free time management
- Read the other teachers and students blogs and give recommendations for students



- Control that all documents are valid and assigned
- Ask the students to control that their documents validation and explain what kind of documents they must to retain



# DURING

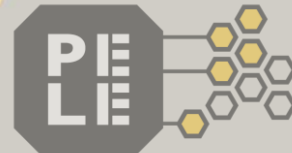


- Read and remember the student to fill the blog regularly
- Ask about the tasks and compare how could student the Learning outcomes achieved, read and comment the student report
- Spoke with the student's Supervisors and the Team
- Recommend how the student could socialise with working environment and culture



- Coach the student how he/she could be interested and motivated
- Make teamwork and encourage the student to make it.
- Explain the student how they could be effective in the work and how to use time management tools
- Explain the quality criteria of the work and listen the student
- Explain how to ask the help and encourage the student ask it if she/he have problems
- Support the student for the reflection of day or working week
- Encourage student to share positive experiences and keep the business secret

# COACHING



# AFTER



- Support the student ask the feedback and ending conversation with the Supervisor
- Ask the student control that all documents are filled and signed.
- Explain that the student give information to school about the end of internship.
- Explain the list of documents and deadlines when the student must to bring all documents to the International relationship Coordinator (5 working days after the internship)
- Recommend the student thanks giving for the enterprise and give the feedback for the Supervisor and team
- Ask the student to control that the personal documents are with him/her and all are valid
- Ask to control all schedules and logistics and save the time before



# COACHING



# SOURCE

- [People icon icon by Icons8](#)
- [Document icon icon by Icons8](#)
- [Documents icon icon by Icons8](#)
- [Agreement icon icon by Icons8](#)
- [Airport icon icon by Icons8](#)
- [Passport icon icon by Icons8](#)
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