

Cairo, 27th of October 2019

## **Internship**

From 12th of January until 23st of January 2020  
(in Egypt/ in Germany, or any German speaking countries)

Dear Madam/Sir,

The Europa Schule Kairo requires from the students in grade 10 a mandatory internship. We are glad that your company might accept providing an internship vacancy for our students.

All the students will be prepared for this internship by the school as well and they will have to write a report about their experience, which will be evaluated later on in the classroom. It is therefore very essential to provide the trainee with a contact person to assist him/her during the internship. In order not to burden your supervisors we have made an expectation catalog (s. attachment 1).

Every student will be supervised during the internship by a teacher of the school, who probably will call the trainee and the company or pay them a visit.

The internship is considered a school event, therefore the students will have an insurance during this time.

You are kindly requested to attach the confirmation (s. attachment 2) and to fill in the information required for the internship. Please send it back to us directly or via the student.

Thanks for your co-operation!

Best Regards

Sema Yilmaz  
Internship- Coordinator  
Europa-Schule Kairo

## **Attachment 1**

### **Expectation's Catalog for the trainees of the ESK**

The aim of the internship is to give the students an insight into the professional and working world. During the internship, they should gain experience in a professional field that meets their professional expectations.

Therefore, the following arrangements are made by the school to all the companies or departments where the students are doing their internship to ensure a successful outcome:

1. The company provides the student with an in-house supervisor as a permanent contact person.
2. The student's contact person informs the trainee about the tasks and activities of the company and its departments and supports him/her in the assigned tasks
3. The contact person will employ the trainees in as many different workplaces as possible, allowing them to get to know different areas of the company's work, so that the student is informed about typical activities of employees and their training.
4. The contact person ensures that the trainee is employed for no more than 5 working days per week. The daily working hours of a maximum of 7 working hours makes sense, far from longer periods of idleness and permanent routine work.
5. The company complies with the Labor Law. Work with increased stress and risk of accidents should be avoided and students should be warned of potential accident hazards.
6. The contact person of the company is in contact with the school. He is in contact with the supervising tutors of the trainee. The contact shall provide information on all questions about the internship during visits / calls / e-mail.
7. The school can be reached by phone or e-mail at any time and will quickly forward all information to the appropriate teachers.

For any further inquiries during the internship you may contact Mrs. Sema Yilmaz, the internship co-ordinator:

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