

“How To Succeed in Online Internships”

Internship preparation course and online internship opportunities

Reference Professor: *Prof. Gigliola Paviotti*
a.a. 2022/2023

Duration: 8 modules requiring a total commitment of 20 hours of study.
Course runs from February until July 2023
CFUs assigned: **2 CFUs**

The course aims to help you prepare for an internship by trying to answer the most common questions that generally occur - How do you find an internship position? How do you set up a CV to respond to an internship or job offer? How do you prepare for a job interview? What happens on the first day in the company? What is the best way to manage time and organise work?

The modules cover the following topics:

1. Introduction to the workplace
2. How can I communicate effectively in the workplace?
3. Teamwork
4. Organisation and time management
5. Life-work balance
6. Curriculum and motivation letters
7. Interviews
8. Seeking internship opportunities

At the end of each module, a self-assessment test will help you understand what you have learnt and what perhaps needs to be studied again.

*The course is completely online.
Attend the seminar for 100% of its duration.
Prof. Gigliola Paviotti will be responsible for reporting (gigliola.paviotti@unimc.it)*

To receive the online course access link and instructions: <https://forms.gle/TTk6snaeQ5H5L34z9>



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