

Gemstone Project

Internship in Berlin for 10 young adults

Project Draft and Budget Estimate

(STATE as of 16.09.-08)

Berlin Partner:

Claudio Cassetti, SenzaRete /Netzlos is an international cultural exchange agency operating in Berlin since 1999 both independently and in collaboration with partners in the public sector and private non-profit social sphere. Its activities also include exchanges for young people and operators in the field. Within this context, it has for many years maintained regular relations with City of Turin organizations, in particular with Informagiovani, the Division for Youth Policy and the Minors Department within the Social Services Division. The agency also organizes German language courses for adults in Berlin, in collaboration with Berlin Popular Universities and based on the particular competences of the agency's proprietor, who is also a language teacher by profession. The proprietor also works as a tourist guide for the Berlin Tourist Board and for many local and Italian travel agencies.

Internships:

**4 internship positions in the tourist sector,
with guides, museums, restaurants**

**6 internship positions in the social sector,
in public youth centres and private social service organizations**

with which SenzaRete has already established cooperative relations.

The interns will generally work in pairs.

Organizations involved will include small businesses and institutions.

It will not be possible to establish availability and precise conditions for the internship positions until the end of March 2010.

Project Objectives

Project objectives will be defined in close agreement with the schools proposing interns.

The brief duration of the internship, limited or only average knowledge of English and German (from a practical point of view) and the small size of the businesses and institutions involved will require a strong presence and mediation role on the part of Senzarete or the on-site support teacher in order to alleviate the burden on the organizations and ensure usefulness and smooth running of the internships.

The most important objectives are:

1) promotion and development of the personal abilities and skills of the youth involved, who – while being assisted every step of the way – will be encouraged to deal with their potential “employer” autonomously. They will receive assistance in drawing up a curriculum and filling in an application form in English.

In their work relations with the host company as well as the surrounding environment, the young adults will be encouraged to develop independence, acquire awareness of their personal resources and identify strategies to strengthen areas of weakness.

2) an intense documented intercultural experience, realized by fostering sensitivity to and awareness of the opportunities and dangers involved in living and working within an intercultural context in a foreign country due to the specific nature of the working world in the host country. Monitoring during the stay carried out through regular meetings, questionnaires and protocols should make it possible to solve any problems that may arise, thus making every single participant’s experience more fruitful. The documentation produced should also facilitate transferability of the experience.

Training programme before departure and Intern’s prerequisites

An indispensable prerequisite for the stay is a **good level of determination/motivation on the part of the interns**.

To this end, interns will be asked to submit a Curriculum and application form to Senzarete in English, which will serve as the basis for the search for internship positions. For accommodation they will also be required to act independently and – with the assistance of Senzarete – directly contact the persons they will be staying with (generally Wohngemeinschaften, student or youth communities) in advance. From the beginning, they will be asked to make a pledge in writing to avoid “sticking to their own group” as much as possible, as this would hinder their linguistic and social integration.

Language Knowledge.

It is the task of the schools sending interns to ensure that they have a knowledge of English (or German) higher than the average of their peers, acquired in study trips abroad and supplementary language courses in addition to the school curricula.

At the same time, it is presumed that the command of English (and German) will not be high. This problem may be resolved through efforts to organize internships in businesses where a knowledge of Italian may be considered an advantage – thus compensating for a lower level of skill in the other languages – and in youth centres where the trainees will carry out activities of animation in which language use will not be the overriding aspect (sports, games, manual activities...).

Professional skills, work habits and aptitude for teamwork

An important factor in selecting interns is their prior work experience (internships, summer jobs, etc.) or team activities (e.g. volunteer work), which applicants should highlight in their curriculum, with certification where possible.

Preparation on the host country

Before the internship stay, Senzarete will initiate a discussion on Germany and Berlin via email, seeking to give some idea of the country and its inhabitants starting from pre-existing images of the country. Obviously, those who have some kind of fundamental bias against Germany and the German people will not be deemed in a position to participate.

Search for Internship positions:

The above-mentioned application form and curriculum vitae will have to be prepared within a brief interval (end of January?) to allow time for Senzarete to begin the search for internship positions. Once contact has been established, the intern is to contact the host company directly and – with the assistance of Senzarete – negotiate the details of the stay. This negotiation will be carried out in English and possibly in Italian.

Preparation of the internship and stay:

Senzarete, the interns (with their proposals) and the host company mentor will together agree on a detailed internship programme for each intern, including objectives to be achieved during the stay. The intern and the persons he/she is to stay with will clarify the details of the stay through direct contact via email, again with the assistance of Senzarete.

Internship programme abroad

The interns will be met at the airport by Claudio Cassetti or another person designated by Senzarete, which – while careful to encourage autonomy – will assist them in the early contact stages. They will contact the persons with whom they will be staying.

On the first day, the interns will be given a tour of the city and placed in a position to move about on their own. On the second and third days, the interns as a group will visit each host company and institution.

Starting from the fourth day, the individual internships will commence, in accordance with the working hours (which may be flexible) of the individual companies and institutions. Every attempt will be made to ensure 6 hours of work a day, with two days off per week, which will not necessarily include holidays and weekends. In cases where interns do not cover the 30 hours per week established, Senzarete will organize supplementary activities for them, agreed on with the host companies and institutions and useful to achieving the training objectives of the internships.

Each week, at least one monitoring meeting will be held in which – among other things – the interns will illustrate their activities based on an internship diary. Senzarete will also carry out regular visits to the companies involved in order to verify how the internship is progressing.

At the end of the internship, the host company will issue a certificate and each intern will complete a personal report. Senzarete will also issue a certificate based on an overall evaluation of the intern's experience of life in Berlin.

What guarantees will there be that the student beneficiaries respect their commitments?

A contract of duties, rights and disciplinary measures will be stipulated with each student. Disciplinary measures: in the case of illegal acts, intentionally wrongful or negligent behaviour (such as, for example, repeated lateness or absences on the job, the language courses or monitoring meetings, or non-vigilant participation in the above situations caused by drug use or extreme tiredness), Senzarete reserves the right to – following a warning and consultation with the support teacher, but in any event on the basis of its own final and unchallengeable judgement – to send the offending intern home immediately, charging him/her with all expenses incurred.

Accommodation:

in pairs or individually in families or in hostels (two or three-bed rooms)

Estimated Budget

for each participant

Management costs before departure

Senzarete Staff costs

(including telephone, office expenses, etc.)

In preparation phase

(50 hours at € -, - per hour + 19% VAT =

€ 0000 : 10 participants)

€ 00000

Costs after departure

Accommodation, electricity,
water and gas
(family or hostel)

max **€ 600** for 28 days

Food

max **€ 400** for 28 days

Telephone card

max **€ 100** for 28 days

Senzarete Staff Costs
in delivery phase

(80 hours at € -, - per hour + 19% VAT =
€ 0000,- : 10 participants)

€ 0000

Senzarete Staff Costs
in documentation phase

(10 hours at € -, - per hour + 19% Iva =
€ 000,- : 10 participants)

€ 0000

ESTIMATED TOTAL per intern

€ 0000

Description of services to be delivered by Senzarete

Preparatory stage

- finding accommodation in hostels, putting participants in contact with host families; mediation in cases where participants are not in a position to look after this on their own
- first contact with participants
- finding internship positions
- gathering participants' CVs and forwarding them to interested companies, coordination of direct activities of the participants, mediation in the first direct virtual contacts between participants and companies
- inspections of companies interested

For an estimated total of 50 hours, at € - per hour (+ German VAT of 19%)

During and after Internship Stay

- serve as point of reference for contact teacher
- welcome upon arrival, accompany to families
- first city tour, with informational material, other general orientation activities
- accompany interns to preliminary interview with host companies
- contact with participants (at least once a week) and possibility of telephone contact with participants, for cases defined below
- regular contact with host companies
- final report (coordination of participant relations activities)

First week: 30 hours
Second week: 20 hours
Third week: 10 hours
Fourth week: 20 hours

For an estimated total of 80 hours, at € - per hour (+ German VAT of 19%)

Collaboration in documentation after internship stay

For an estimated total of 10 hours at € -,- per hour (+ German VAT of 19%)

SPECIFICATIONS

MODALITY OF ASSISTANCE OFFERED BY SENZARETE

In general, the interns will be provided with a mobile number which they can call whenever the need arises. Senzarete will seek to assist them whenever the interns (or persons within their family or private context) request help in resolving any problems connected with their stay.

SENZARETE SHALL NOT ASSUME RESPONSIBILITY FOR SUPERVISION OF INTERNS

Senzarete presumes that it is dealing with young adults responsible for their decisions and free to move within legal bounds and with sincere commitment, or of youths who have not reached the age of majority in which case it is the on-site support teacher who will be responsible for their supervision. Therefore Senzarete shall assume no obligations related to supervision of interns. Nor is Senzarete obliged to watch over the private life of the participants and their behaviour unless such is judged by Senzarete to be harmful to the internship and the participant's stay. In such cases, the disciplinary measures indicated below shall be taken. Neither is Senzarete obliged to ensure that rules of behaviour parents wish to establish for their children be observed and a declaration to this effect may be required of the parents.

DISCIPLINARY MEASURES

Disciplinary measures: in the case of illegal acts, intentionally wrongful or negligent behaviour (such as, for example, repeated lateness or absences on the job, language courses or monitoring meetings, or non-vigilant participation in the above situations caused by drug use or extreme tiredness), Senzarete reserves the right – after a warning and consultation with the support teacher, but in any event on the basis of its own final and unchallengeable judgement – to send the offending intern home immediately, charging him/her with all expenses incurred up to that point or caused by interruption of the internship.

SAFEGUARDING PARTICIPANTS' HEALTH AND SAFETY ON THE JOB

Senzarete will seek to identify possible dangers to the health and safety of the interns during the internship, and will find companies authorized to host interns in conformity with German regulations. Senzarete cannot, of course, be held responsible for any damages to things or persons or for costs deriving from them within the context of the initiative.

INTERRUPTION OF THE INTERNSHIP

In the event that the host company decides to terminate the internship before its pre-established end and reconciliation is not possible Senzarete will inform the school sending the intern and seek to find an alternative placement. If no alternative solution offered is acceptable to the participant, the intern will be able to choose to return home or remain to the end of his/her established stay without participating in an internship. Senzarete will charge expenses incurred up to termination of the internship to the school sending the intern.