



Autumn Term
2021

LUND UNIVERSITY
Campus Helsingborg

Department of Strategic Communication

Dear supervisor

Thank you for all you have done so far to support our student in setting up this internship. We appreciate your collaboration and support!

As you are aware, the measures taken both by Lund University and the Swedish government against the spread of Covid-19 are extremely important for all of us to follow. The implementation of this internship at all during this time carries with it risks, and we want to ensure that all parties to our earlier agreement are satisfied that these risks have been appropriately managed. In order to move forward with this internship, we hereby request that you work with our student on a supplementary internship management plan in the context of the Covid-19 pandemic.

To complete this supplementary plan requires responding to the points below, and then the three parties (yourself, our student, and I) will sign and date the agreement.

1. **Host risk management:** How do you plan to accommodate our intern over the agreed period, in line with your internal risk management of the Covid-19 crisis? Please stipulate whether they will be expected to work digitally/remotely or on-site, and in such case the presence of digital support tools, and if on-site what risk management measures are in place.

- 2. Course objectives:** We require that interns perform work-related tasks in the field of strategic communication while on the internship (see course syllabus, attached). Can you guarantee that they will get this kind of experience despite the current Covid-19 situation, and supervision from you that is sufficient to build a portfolio of work completed during their time in your company?

- 3. Reserve supervisors:** Due to the Covid-19 pandemic we would like to ask you for the contact details of at least two of your colleagues who would be prepared to support the intern if you were unable to do so, for whatever reason.

Agreed by the parties undersigned:

Marlene Wiggill	Date & Place
Course coordinator	

Supervisor	Date & Place
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Student	Date & Place
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