



The ABC of a Good Internship

**A Guide to Internships in
Cultural Production**

Art and Culture Professionals' Trade Union
TAKU

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TAKU

This guide was written in 2020, and employment-related references are to Finnish legislation in force in 2020. You will find further information and information on how to check current legislation in an appendix at the end of this guide.

Contents

Internships are for learning	4
Purpose of an internship	7
Applying for an internship	8
Intern supervisor's role	10
Work duties and nature of the work	12
Copyright	16
Working time.....	17
Problems encountered on internships	23
Internship documents	24
Checklist.....	26
Appendices.....	29

Internships are for learning

An internship is an opportunity to learn how you can apply your own skills and strengths in employment. Internships are also a great way to make new contacts.

A cultural producer's work and internships for study credit may present situations that are usual in event production but quite exceptional in the world of work more widely. The Art and Culture Professionals' Trade Union, TAKU, wants to answer questions of this nature through this guide to internships for students of cultural production.

The background to the guide is a thesis written in 2019 by Tuulia Ahokas on the commission of TAKU, "[The Rights of Cultural Management Students at Work Placements](#)", which you can read in the Humak University of Applied Sciences thesis collection on the Theseus database. The thesis discussed students' position as interns and presents areas for development in work placements. The thesis surveyed 130 cultural production students and recent graduates from institutes around Finland to investigate how students' rights were honoured on cultural production

internships. The survey was complemented with a thematic interview with three cultural production students.

I would like to warmly thank Tuulia for her commendable thesis, excellent collaboration with TAKU, and the design and compilation of this guide. It has been a joy to edit and co-write this guide on cultural production internships. I would also like to thank Akava Special Branches' lawyer Tuire Torvela for her review of the guide from a legal perspective, as well as people who commented on the text of the guide along the way: Leena Björkqvist, Rosa Frauenknecht, Gurmamm Saini, Henna Salo and the TAKU employees Mari, Nea and Vilja.

The guide offers tips for planning and organizing an internship that is good from the intern's perspective. The guide explains the nature of internships, explores questions related to occupational safety and salary, reviews copyright questions and the Working Time Act from the culture and event production perspective. It helps with writing internship contracts, advises on how to act in the event of conflicts while interning, and tells you

where to find more information. Furthermore, templates for internship and employment contracts are appended to the guide.

In addition to students applying for internships, I would like to see educational institutions' internship coordinators and organizations offering internships engaging with our guide and paying attention to the terms of fair internships. It would be wonderful if the guide also galvanized organizations to strengthen good internship practices even further. The purpose of an internship is to support students on their road of professional growth towards expertise in the sector.

Sini Myllyniemi
Organization Coordinator, TAKU

"Do an internship with a curious mind and awareness of your learning goals! Investigate, analyse, discuss and network actively. Every task you do is a valuable part of a job. Understanding this will reward you and take you forward."

*Leena Björkqvist (MA),
Head of Degree Programme in Cultural
Management, Senior Lecturer, Metropolia
University of Applied Sciences*

"An internship offers an organization an excellent opportunity to adapt new viewpoints and develop new methods. In the best case, the views and insights of someone new to the field can help the organization function better. This demands trust and sets challenges for both parties to the internship."

*Piia Lääveri,
Executive Producer,
Ruisrock*



Purpose of an internship

The purpose of an internship is to give students the opportunity to apply the theory learnt during their studies to real work duties.

On an internship:

1. You develop your existing knowhow and learn new skills.
2. You learn how things are done in the sector and build up your expertise as you interact with professionals in that sector.

Look for internships in sectors that you are interested in and where you could see yourself working in the future. If you are not sure what direction you are going to take, you should consider a variety of places without bias. An internship that is just for you can turn up in the most surprising of places. Internships are also a good way to make new professional contacts — to network — and your choice of internship location could affect the area you end up specializing in.

Your experience on internships will help prepare you for working as a cultural producer.

"From the learning perspective, internships are the highlight of the entire degree."

"I learned more as an intern than on many courses put together."

Applying for an internship

The same advice goes for internship applications as for job applications. You can find an internship through your university or college, on job search websites, or on social media by following organizations and the Finnish hashtags #harjoittelija (intern) and #rekrytointi (recruitment). Use your network, too: ask people for tips on good internships. You can also get good tips from your fellow students and other contacts, or by sharing the fact that you are looking for an internship on social media.

You can also directly ask organizations you are interested in about intern opportunities and submit an open application. It is worth searching for unadvertised internships well in advance of the period you want to intern in. Many employers are interested in offering internships, but they do not have the budget or time to orientate an intern with just a couple of months' notice.

For your application, look for information about the company or organization offering the internship, and the intern job description. Compare the information you have found with your goals. Customize your cover letter and CV for the organization. In your cover letter, describe the kinds of skills you offer and the kind of duties you hope the internship can offer you. If you identify a particular need

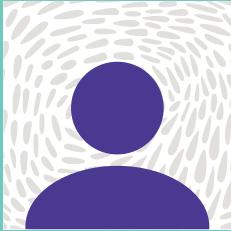
in the organization you could fulfil with your skills as an intern, don't hesitate to suggest that you could carry out that task. Make sure you also state the duration of the internship.

A good CV

A recruiter might exclude some candidates based on their CVs, so yours should include all the essential information for the internship you are applying for.

Think about the types of internships you are writing your CV for, what you want to emphasize, and what content is not essential for the role. You can write a "master CV" for your own use containing all your skills and experience. You can then choose the relevant items for a certain job when compiling a tailored CV.

A CV should be 1–2 pages long. For example, you can use the editable CV templates from Canva and look online for ideas for describing your skills. Format your CV in reading order, with the most important information on the top and left and less important information at the bottom and on the right. However, what is more important than the visual side of things in a CV is the content!



FIRST NAME
SURNAME

(Title/slogan)

PROFILE

Snapshot of you in a couple of sentences: key competence, skills, experience, working style. Don't be afraid to let your personality show.

CONTACT DETAILS

telephone +(358) 000 000 0000
email name@email.com
address Street address, City

SOCIAL MEDIA

in linkedin.com/name
f facebook.com/name
t @username
@ @username

REFEREE

First name Title
Surname name@email.com
+(358) 000 000 0000

EXPERIENCE

- 2020** **Organization · role**
06-
• Tasks and responsibilities in the role
• Particular achievements and successes: Concrete examples, numbers, something you developed/started.
- 2020** **Organization · student intern**
01-05/
4 months
• Project planning, delivery and communication
• Post plan for social media which saw followers grow by 100%.

EDUCATION

- 2020** **Other education/course**
Topic and credits for studies, such as student exchanges
- 2019-2022** **Sample university · degree**
Degree programme/major, minor, thesis topic
- (2019)** **Sample secondary school · matriculation exam)**

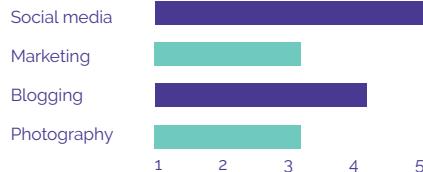
SKILLS

Language
Oral and written command. Here you can use the Europass guidelines, for example.

ICT

Information and communication technology skills. List programs which are relevant to the internship, such as Office and Adobe.

SKILLS



Your experience may include volunteering, activity in associations, positions of trust and of course internships. You can also use headers such as professional experience, selected professional experience or relevant experience for the position, for example.

List your experience from most recent to older experience. Aim to describe your experience using the same types of concepts as in the vacancy ad. You can also use numbers to make your skills more concrete. Organizing an event for 100 people and organizing one for 1,000 people are different things.

Include your degree, major subject, any minor subjects and the topic of your thesis, if you are writing one. Individual courses may also be of great benefit and suit the internship. Also include your estimated graduation date.

You can also visualize your special skills. In addition, you should highlight any hobbies of yours which are relevant to the internship.

You can ask a supervisor from a job or your thesis supervisor to be your referee. You can name several referees on your CV. Remember to ask the referees' permission to include their contact details on your CV. You can also include quotations from employment certificates that are relevant to the internship.

Intern supervisor's role

On your internship, you should be assigned a supervisor, whose role is to orientate you and instruct you on what to do. Your supervisor should evaluate your progress and give you constructive feedback both during and after the internship.

Orientation

Orientation is essential when starting a new job, role or task, and when using new tools or systems. Orientation is regulated by the Occupational Safety and Health Act (2002/738), Section 14.

The more extensive your orientation, the easier it is for you to do the job. Try to get as broad a picture as possible of your internship organization and what it does before beginning the internship. Ask your internship supervisor questions, for example by using the orientation checklist below.

Orientation checklist

- Background, values and future goals of the organization
- Key duties during the internship
- Organization staff and their job description
- Key clients and partners of the organization
- Current projects and/or productions and their schedules
- Presentation of the organization's offices and access codes, key handover to intern
- Etiquette, such as possible dress code
- Trade secrets and signature of non-disclosure agreement
- Intern's workstation, tools, necessary system credentials and access rights
- Intern's duties and internship schedules
- Working hours, flexitime, breaks, travel practices
- What to do in the event of illness or other absences
- Instructions for using new systems and tools

Supervision

Alongside orientation, the internship supervisor will tell you what tasks you perform or assist with. Always ask your supervisor for help if you need it. You are an intern so you can learn, so you don't need to be able to do everything at once. The law requires your internship supervisor to give you additional instructions and teaching if necessary (read more: Occupational Safety and Health Act (2002/738), Section 14).

Discuss your work duties, schedules and deadlines with your internship supervisor. Find out whether you should do things in a certain way or order, and how different work stages are interlinked. That will deepen your expertise, and give you an impression of the priorities and process on the job — the pieces of the entire picture.

Your internship supervisor is responsible for your work and the result of the tasks you perform as an intern.

"One-on-one discussions show that people in the organization are interested in hearing what could be done better and can tell you where you can develop."

Development monitoring and feedback

Actively ask for feedback about the tasks you do and your performance in the workplace. Talk to your supervisor about what feels natural and what you still find challenging. Also make time for longer feedback conversations halfway through the internship and at the end of the internship. The midway discussion will give you a better idea of your progress. If you need to, you can then adjust the content of your internship and increase or reduce the level of complexity of your tasks.

"Whenever you start a new job, orientation is good, even if you're already familiar with the work. Things can be done differently in different places. Orientation might take a while, as you will have a lot of questions and there will be new systems. — Someone can take you by the hand and show you how things are done. Together, you can go through the kinds of problems and situations that could come up. As an intern, you learn when someone explains how things are done. And you should always be able to ask for advice."

Work duties and nature of the work

Plan the content of your internship with your internship supervisor before the internship begins. Discuss what you the intern can already do, where you would like to develop and what new things you would like to learn. Then agree on your key duties or your job description. Your duties must be proportional to your studies, goals and prior experience. Above all, your duties must be related to your degree in cultural production and advance your professional development.

The best kind of internship is one where you work on a clear, designated project or part of one. You could be working on a development project, an event or a production. When your tasks are tailor-made to last the entire internship, your progress and success are easy to assess. You will also find it easier to use the results to demonstrate your skills when looking for jobs in the future.

Your internship supervisor has the rights of a manager: he or she can assign you tasks other than the ones you agreed on. However, as an intern you should mostly perform tasks agreed beforehand.

Suitably challenging tasks on your internship help you learn. However, the internship is not supposed to overburden you, and you should have enough time to learn about and carry out your duties. Tasks that are too easy, in contrast, do not teach you anything or develop your professional skills.

Planning an internship

Your own learning goals as a student are always the most important thing when planning an internship. When thinking about your learning goals, compare your skills, your prior experience and the areas you need to develop.

It is worth reviewing the tasks planned for your internship and your learning goals and comparing them on three levels: by yourself, with your educational institute's internship coordinator, and with your internship supervisor. It is also a good idea to compare your learning goals to completed and future tasks when you receive feedback midway through the internship.

	Skills	Prior experience	Areas for development	Learning goals
Me	<i>What can you already do and what are you good at? For example, specific skills and social skills.</i>	<i>Prior work experience, experience in positions of trust or hobbies, prior qualifications or other education.</i>	<i>What can you not yet do or what feels challenging?</i>	<i>Where do you want to develop, what new things do you want to learn? Think of several goals to give yourself some backups.</i>
Study progress:	<i>What year are you in?</i>			
Educational institute's goals for the internship, or internship theme:	<i>Ask your educational institute what the goals for your internship are. Your educational institute may have themes for internships, such as business or marketing.</i>			
Planned duration of internship:	<p>start and end dates</p> <p>working hours in total</p> <p><i>Educational institutes typically set a certain amount of credit for an internship. Find out how many hours match one credit (in Finland, 1 credit generally corresponds to 27 working hours). If that is the case, the internship duration is generally set in accordance with the total estimated hours. In a paid internship, there might be more working hours and a longer internship than in one for study credit.</i></p>			
Key planned work duties or job description:	<ol style="list-style-type: none"> 1. 2. 3. <p><i>Your duties should first and foremost serve the attainment of your learning goals as a student. Furthermore, the tasks should relate to the goals of the internship set by your educational institute.</i></p> <p><i>The following affect the level of complexity of the tasks: student's personal learning goals, goals set by your educational institute, progress in your degree, student's prior experience, capabilities and skills and whether the internship is paid or unpaid</i></p>			

Unpaid internships

Compensation should be paid for an internship when the work is independent and requires responsibility, or when it produces something of significance for the organization. Pay is justified when your contribution plays a key role in the results of your workplace.

If an internship is unpaid, it should consist of getting to know the organization, not performing difficult tasks independently. However, that does not mean that your internship should consist of observing your supervisor at work or making coffee. On an unpaid internship you can do tasks that substantially assist a production unit or project, but what you do cannot be as complex as what paid employees do. Your work performance and results are the responsibility of your internship supervisor.

Because an unpaid intern is not an employee, the intern is not covered by employment legislation and the organization's collective bargaining agreement. Insurance coverage, such as in case an intern has an accident at work, may be insufficient if the educational institute has not taken out cover for the intern. The internship should also be paid if the estimated total hours and duration of the internship exceed the working hours equivalent to the study credit received.

Because of the intern's particularly weak position, TAKU does not recommend unpaid internships. However, if an internship is unpaid, it should happen at the start of studies as a short introduction to working life in which the intern can make new contacts.

Paid internships

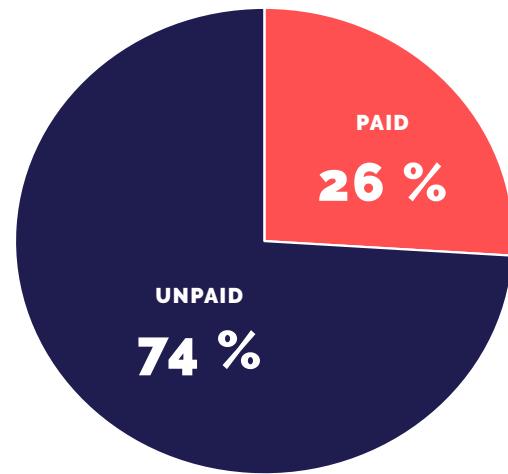
A paid internship is a form of employment, and its duties are more similar to paid work. When work is done as an employee, the intern must be paid. "Employment" means that the work is done under the employer's management and supervision in exchange for compensation.

On a paid internship, you are covered by employment legislation, the organization's collective bargaining agreement, if applicable, and your employment contract. You can work on larger elements of productions, and your duties can be almost as demanding as salaried employees' duties. However, on paid internships your internship supervisor is responsible for your work and its results, as on unpaid ones.

Intern salary

TAKU recommends that interns be paid the minimum salary that entitles them to earnings-related unemployment benefit. Check the correct sum every year on the Kela website and also read the TAKU Minimum Salary Recommendation closer to the end of your degree. If you are on a paid internship in an organization which observes a collective bargaining agreement, your salary will be defined accordingly.

Breakdown of internships into paid and unpaid



"The Rights of Cultural Management Students at Work Placements" thesis analysed the features of unpaid internships. There were 130 respondents; they had completed 423 internships. The majority were unpaid: 312 internships, 74%. The survey responses also showed that students on unpaid internships were often responsible for similar tasks to paid employees and solely responsible for significant workloads. The work consisted of more than introductions to the workplace and working as an assistant. In these cases, there were grounds for paying the intern.

Copyright

When you create something new in the workplace, such as original text, graphic materials or other creative content, ensure your copyright is protected. Your work is copyrighted when your work exceeds the threshold of originality. Such a work is the result of a creative process, the author's personal product, and sufficiently original.

You hold copyright to your own work as soon as the work is produced. You do not thus need to notify an authority of your copyright. Unless agreed otherwise in your employment contract, you, the employee, hold the copyright to work created on the job, whereas the employer has a usage right in accordance with its normal operations. You can specifically agree in your employment contract to transfer your

copyright to your employer. If you do so, it is a good idea to agree on compensation.

Because an unpaid internship is not employment, the intern and employer should agree whether the intern transfers some or all copyright to the organization. If the intern transfers some of the copyright, the parties should agree on what rights are transferred and what rights the intern retains. When the rights are transferred to the organization in full, agreeing on compensation is also necessary.

Read more at tekijanoikeus.fi.

Working time

Cultural production workplaces do not always adhere to regular working hours. That could then mean that the duration of your workdays as an intern varies. Find out from your internship supervisor in advance what kinds of hours are observed on the internship. Working time is governed by the Working Time Act (2019/872), the internship or employment contract you have signed, and the collective bargaining agreement binding the organization, if applicable.

The Working Time Act does not cover unpaid interns, as they are not employees. "Employment" means that the work is done under the employer's management and supervision in exchange for compensation. You can use the Working Time Act as a guideline for what is reasonable on an unpaid internship.

When planning the working hours of an internship, the planned duration must be considered: the start and end dates, and the total number of working hours. Because educational institutes generally set a certain number of credits for internships, the number of hours on

an unpaid internship should match the credits awarded. Generally, one credit equals 27 hours' work. Paid internships may be longer and exceed the hour equivalents of the credits awarded.

Remember to keep track of your working hours and to talk to your internship supervisor if your working hours differ from the agreed duration of the internship. Also make sure you take the breaks you are entitled to, as well as enough hours off between workdays and each week.

Working time means the time spent on work and the time the employee must be in the workplace and at the employer's disposal. Travel time does not count as working time unless the travel is work-related.

Standby time — the time an employee must be available in case he or she is needed at work — is not working time either. Standby time cannot adversely affect leisure time. Standby time is always based on an agreement between the employer and employee, and they must also agree on compensation for being on standby.

Regular working hours

Under the Working Time Act, “regular working hours” is 8 hours a day and 40 hours a week. TAKU has written a recommendation on employment terms for art and culture businesses and organizations in the private sector. In that document, the union recommends regular working hours of 7.5 hours a day and 37.5 hours a week.

Flexible working time

There is an exception to regular working hours: an employee and employer can agree on flexible start and end times for work.

Shift work

This refers to work of regular duration with varying shifts: work can start on different days at different times, and there does not have to be the same number of shifts every week. The shifts and shift swapping have to be agreed in advance with the employee.

Additional work

Additional work is work done in addition to agreed working hours but still within the limits of regular working hours. For example, if employees in a company do seven-hour workdays, and an employee is asked to do an eight-hour day, this is additional work.

Additional work is voluntary, and employees may decline to do it unless the employment contract stipulates that they must do additional work. On paid internships, compensation equivalent to normal salary is paid for additional work, or it may be compensated with time off during regular working hours.

Overtime

Overtime is work which exceeds the limits of regular working hours (8 hours a day or 40 hours a week). Overtime is voluntary. The employer must be the one who proposes overtime, and the employee can choose to give his or her consent to it. As an employee, you may not work more than an average of 48 hours a week, including overtime, in a single four-month period.

On paid internships, overtime should be compensated monetarily or with time off during regular working hours. Pay for overtime which

is on top of a regular workday (daily overtime) is regular salary plus 50% for the first two overtime hours and double regular salary for the following overtime hours. For overtime which is on top of a regular working week (weekly overtime), the overtime pay is regular salary plus 50%.

Periodic working time

Periodic working time is a special working time model used in sectors such as cultural services, editorial TV and radio, related online content production, and cinema. In periodic work, the work is done in periods, per the name. In a two-week period, the employee may work up to 80 hours, and in a three-week period up to 120 hours. Daily overtime and weekly overtime are thus not counted. For example, an employee could do 50 hours one week and 30 hours the next. The work is only overtime once the employee does more than 80 hours in two weeks or 120 hours in three weeks.

The periodic model can also be used in two three-week periods or three two-week periods. In that case, the employee can do up to 240 hours' work — but no more than 88 hours over two weeks or over 128 hours over three weeks. Periodic work can also include night work — work done between 23.00 and 06.00.

Daily breaks

If your workday lasts longer than six hours, you have the right to an hour-long break, during which you may leave the workplace. Another common and acceptable practice is agreeing on a half-hour break. This break is not considered working time.

In periodic or shift work exceeding six hours, you have the right to a half-hour break, or you must have the option of eating on site. If your workday is 10 hours or more, you have the right to take another half-hour break after eight hours. This break is not considered working time.

Coffee breaks (10–15-minute rest breaks) are considered working time. Breaks considered working time are either based on a collective bargaining agreement, if the organization adheres to one, or a custom in the workplace.

Daily rest

Daily rest means the uninterrupted time off between shifts. When observing regular working time, daily rest must be at least 11 hours, and when observing periodic working time, it must be at least nine hours. When observing flexible working time, the daily rest can



be shortened to seven hours if the employee so proposes. If you do seasonal work, and an unpredictable peak needs to be managed, the daily rest can be shortened to five hours for no more than three successive days at a time. The shortened daily rest must be compensated in the next daily rest time, or no later than within 14 days.

Weekly rest

You should have at least 35 hours off between one working week and the next. We recommend that weekly rest includes Sunday. Weekly rest must be a single period. Weekly rest can be shortened. This can be done if your employer temporarily needs you at work during your weekly time off to ensure continuity of operations, or if work organization reasons do not allow you to take time off. Shortened weekly rest should be compensated with time off during regular working hours as soon as possible, but no later than within three months.

Working on Sundays or public holidays is permitted with the employee's consent or if it is agreed in the internship or employment contract. On paid internships, work done on Sundays or public holidays should be compensated with double salary. (See more: Working Time Act 2019/872.)

Image: © LIFT 2018

"In this field you do the work when there's work to do, regardless of time of day or the hours. You then have time off when there's no work. It suits me, but I'm sure it doesn't suit everyone."

Student's view of the cultural production sector.

"Some days are quieter and you can work from home. Then when there's an event on, you're in work for 20 hours a day. It's impossible to bring the hours down to proportion and do 40 hours a week. You work when there is work. You can't just leave the workplace to get 10 hours' rest. It just doesn't work."

Student's view of event production.

Work trips

If the internship involves temporary travel — work trips — the same practices for per diems, travel compensation and travel are followed as for other employees. If no compensation for working time is agreed when the employee travels for work purposes outside regular working hours (as defined above under “Working time”), TAKU recommends that the travel time is compensated either with hourly pay for each travel hour or equivalent time off during regular working hours.

Leave

On a paid internship, you earn two days of annual leave for each full leave accrual month. When your employment has lasted at least a year, you earn 2.5 days per month. A “leave accrual month” is generally a calendar month during which you work at least 14 days. If your employment contract does not enable that many days at work each month, a month in which you have worked at least 35 hours is counted as the “leave accrual month”. These rules cannot be applied side-by-side or successively in different months.

You can either take leave you have accrued during your internship or be paid for them at the end of employment. Agree on the time of and compensation for leave with your employer. If the organization you are interning at observes a collective bargaining agreement, you have the right under it to a holiday bonus for annual leave, in addition to your regular salary during leave. This too can be agreed on in your employment contract. Typically, holiday bonus is half the salary paid during annual leave.

Problems encountered on internships

If you face conflicts in the workplace, you should try to resolve them with your internship supervisor and/or your educational institute's internship coordinator. Your trade union or employee representative at your workplace can advise you when it comes to disputes about employment terms. The best way to prevent conflicts at work is a combination of open, respectful communication and a commitment to your own boundaries.

Harassment means actions which contravene accepted norms of conduct which may endanger or compromise health or safety, and which compromise the performance of work. For example, harassment may take the form of inappropriate hints or offensive behaviour as words, deeds or attitudes aimed at age, gender, skin colour, opinions or convictions. Harassment may also be sexual harassment or molestation. A good workplace will have instructions regarding inappropriate behaviour.

Everyone at the workplace has a responsibility to intervene in such situations, and the employer is responsible for acting if conflicts which

are detrimental to work arise. The employer is also responsible to keep an eye out for and intervene in harassment and other inappropriate treatment. The employer is responsible for acting as soon as it knows about the harassment or other inappropriate treatment an employee faces.

If you experience inappropriate treatment on your internship, tell the harasser directly that you find his or her conduct inappropriate and that you disapprove of the behaviour. If this does not yield results or you do not dare to speak about the matter alone, you can look for a colleague, occupational safety and health representative or employee representative with whom you can take up the matter. If the harasser continues the inappropriate behaviour in spite of being told not to, he or she must be told that it will be reported to the employer.

Read more at akavanerityisalat.fi

Internship documents

For unpaid internships, an internship contract is made. In addition, for paid internships an employment contract is made. Always sign the contracts in writing. An oral contract is also valid, but it is easier to refer to a written contract if necessary. Internships last for an agreed duration; by their nature they are fixed-term work. The contract may be terminated if one of the parties breaks the terms of the contract. As a member of TAKU you can ask a lawyer at our umbrella union, Akava Special Branches, to check your contract.

Internship contract

An internship contract is concluded between you, your educational institute and the organization you are interning at. An internship contract template is appended to this guide.

It is a good idea to add terms which provide greater detail as an appendix to the internship contract. The following are worth including in the contractual terms: the legal obligation to provide orientation, active instruction, feedback from the internship supervisor, and agreed one-on-one discussions both during and after the internship. The contractual terms should state that the internship must serve the achievement of the student's personal learning goals. In addition, the student must not face any excess costs for completing the internship, and the organization must generally offer the student tools to do the work.

Employment contract and collective bargaining agreement

As a paid intern you are an employee, and you must sign both an internship contract and employment contract with your employer. The employment contract must comply with employment legislation as well as the organization's collective bargaining agreement, if applicable. The employment contract may not contain worse conditions than those in the organization's collective bargaining agreement, if applicable. The employment contract contains the employer's and employee's contact details, the employment start date and duration, regular working hours and any unusual working time models, the key duties or job description, salary amount, salary pay date, and basis for salary. An employment contract template is appended to this guide.

Insurance

On unpaid internships, your educational institute is generally responsible for your insurance. The insurance coverage begins when all the parties have signed the internship contract. Educational institutes' insurance policies often include accident and liability insurance. However, check your institute's intern insurance

coverage with the internship coordinator. On paid internships, the organization is responsible for your insurance coverage.

Employment certificate

When your internship has finished, you should ask your internship supervisor for an employment certificate. The workplace is obliged to issue an employment certificate on request. You can ask for either a concise or detailed certificate. You can request a concise certificate for up to 10 years after the end of the internship and for a detailed one up to five years after the end of the internship.

A concise certificate contains the duration of the internship and the intern's main tasks. A detailed certificate contains, in addition to these details, an evaluation of your performance and any references from the organization. During your internship you can also request a temporary employment certificate if you need one for job applications, for example. However, the organization has no legal obligation to issue temporary employment certificates.

Checklist

Before your internship

- Think about your learning goals and existing skills, as well as the theme of the internship or your educational institute's learning goals
- Search for and apply to an organization
- Sign internship contract and employment contract

During your internship

- Orientation (see orientation checklist on page 10)
- Supervision during entire internship
- Midway feedback and, if applicable, review of complexity of tasks
- Final feedback and employment certificate

"On a good internship you feel part of the team, you get to attend meetings and you see what other employees do. [...] As an intern I was really made part of the workplace, I was given proper instructions, they made my tasks more demanding as my skills grew, everything was taken care of and people were fair."

Image: © Helena Kujala





Kahville! →

Appendices

Further information and links

TAKU and Akava Special Branches recommendations and guides:

Arts and Cultural Sector: Employment terms
Cultural Producers: Minimum Salary Recommendation

<https://taku.fi/en/services/recommendations-and-guides/>

Akava Special Branches guides:

Career start guide (in Finnish)

www.akavanerityisalat.fi/files/g746/Opas_tyouran_alkuun_2020_web.pdf

Good behaviour preferred: A guide to identifying, preventing and acting on inappropriate behaviour at the workplace /The Centre for Occupational Safety

https://ttk.fi/oppaat_ja_ohjeet/ladattavat_julkaisut/good_behaviour_preferred_-_inappropriate_behaviour

Workplace bullying and harassment
(in Finnish)

www.akavanerityisalat.fi/palvelut_ja_edut/tyosuhdeneuvonta_lakipalvelut/usein_tyosta_kysyttya/tyopaikkakiusaaminen_hairinta

Employment legislation:

This guide was written in 2020, and employment-related references are to Finnish legislation in force in 2020.

Working Time Act 2019/872

Occupational Safety and Health Act 2002/738

Annual Holidays Act 2005/162

You can check current legislation in translations into English and other languages at

www.finlex.fi/en/laki/kaannokset

Copyright:

tekijänoikeus.fi

Internship Contract

Parties to the contract

Employer

Internship supervisor

Supervisor's contact details

Intern

Contact details

Educational institute

Institute's internship coordinator

Coordinator's contact details

Validity of internship contract

Start and end date of internship

The contract should also name any collective bargaining agreement to which the organization is party.

Role

For example, an intern earning study credit.

Location of work

Internship duties

On a good internship, you work on a clear, designated project or part of one.

Educational institute's goals for the internship

Student's learning goals for the internship

Signatures

Date and place

Employer

Intern

Institute's internship coordinator

Working time

The working time is hours/day and hours/week. The average working time is hours/week.

The total agreed working time must match the study credit(s) received for the internship. If the number of hours equivalent to the credit(s) is not enough for the role, the extra work must be performed in the form of employment.

In addition, the internship uses periodical working time shift work flexible working time.

Note the amounts of daily and weekly rest in different working time models.

Any overtime is compensated monetarily or as time off.

Additional work is agreed on a case-by-case basis.

The contract should also mention whether the internship involves working from home and give an estimate of home working duration and hours. In addition, the contract should state whether the internship includes work at the weekends, on Sundays and public holidays or at night, and give an estimate of the duration, hours and compensation for such work.

Matters agreed separately:

Travel time is compensated in accordance with the recommendation of Akava Special Branches and TAKU for the arts and cultural sector monetarily or with time off.

Fringe benefits

The following has been agreed regarding work equipment compensation and regarding copyright.

Other terms

During the internship, the recommendation of Akava Special Branches and TAKU on employment terms are observed.

Employment Contract

Työsopimuksen osapuolet

Employer

Business ID

Employee

Personal identification number

Validity of employment contract

Internship start date:

The contract is valid until further notice

for a fixed term until

Reason for fixed-term contract:

The contract should also name any collective bargaining agreement to which the organization adheres.

Job title and work duties

.....

.....

For example, an intern earning study credit. On a good internship, work on a clear, designated project or part of one, such as development work, an event or a production.

Location of work

.....

Salary and salary period

At the start of the internship the salary is

The salary period is

Fringe benefits

Notice period for termination of the employment contract

In accordance with the recommendation of Akava Special Branches and TAKU for the arts and cultural sector.

Signatures

Date and place

Employer

Working time

The working time is hours/day and hours/week.

The average working time is hours/week.

The total agreed working time on the internship must match the study credit received for the internship.

In addition, the workplace uses periodical working time
 shift work flexible working time

Note the amounts of daily and weekly rest in different working time models.

Any overtime is compensated monetarily or as time off.

Additional work is agreed on a case-by-case basis.

The contract should also state whether the work involves working from home, work at weekends, on Sundays or at nights, and how the latter are compensated.

Matters agreed separately

The following has been agreed on the probation period

.....

The following has been agreed regarding work equipment compensation

.....

The following has been agreed regarding copyright

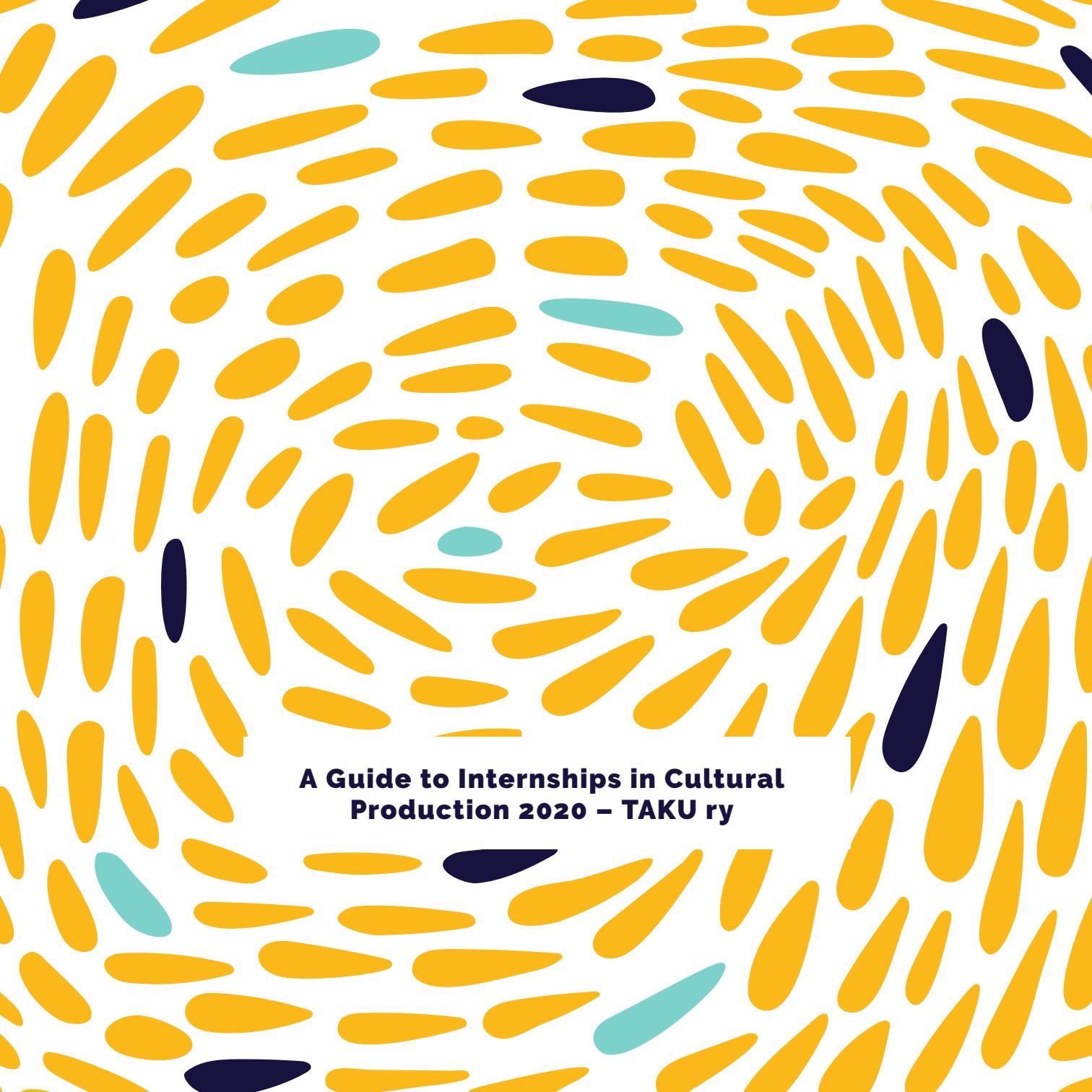
.....

Travel time is compensated in accordance with the recommendation of Akava Special Branches and TAKU for the arts and cultural sector monetarily or with time off.

Other terms

During employment, the recommendation of Akava Special Branches and TAKU on employment terms are observed.

Employee



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Production 2020 – TAKU ry**