

PORTOGALLO

Struttura ospitante	Città	Mansioni assegnate al tirocinante	Contatto
<b>BabeliUM - Language Center, University of Minho</b>	Instituto de Letras e Ciências Humanas da Universidade do Minho, Campus de Gualtar	<p>-Monitor/teach course units within the Italian and Spanish Language Programmes of the 2nd semester (courses between 48 and 30 hours = 2-4 hours / week)</p> <p>-Preparing and teaching a pedagogic project (an intensive course of Italian) for Portuguese adult students.</p> <p>- Adapting the pedagogic material to the specific learning process.</p> <p>-Getting familiar with the functioning of a language center in a Portuguese High Education Institution.</p> <p>-Executing administrative tasks related with teaching foreign languages.</p>	<p>Supervisor at the Company: Cristina Álvares calvares@ilch.uminho.pt <a href="http://babelium.ilch.uminho.pt">http://babelium.ilch.uminho.pt</a></p>
<b>University of Porto – FAUP (School of Architecture)</b>	Porto	<p>-Assistance in the organization of events and of student mobility, maintenance of databases.</p> <p>-General administrative support (use of e-mail, telephone, fax), fluent English – written and spoken. Knowledge of Portuguese is considered an advantage</p>	<p>Supervisor at the Company: Suzana Figo Araujo servicos.academicos@arq.up.pt</p>
<b>Sem Rodeios Unipessoal LDA</b>	Lisboa	<p>-During the internship the intern will pass through all departments in the Business. A start will be made in the first 10 working days to learn how the booking system in front- and back-office work.</p> <p>-Billing, answering e-mails and processing bookings. After the training period the intern will accompany all departments, one day at each to know in depth how all departments work.</p> <p>-Assisting front office managers in many tasks.</p>	<p>Supervisor at the company: Rebecca Jeffery <a href="mailto:lisbonchh@gmail.com">lisbonchh@gmail.com</a> <a href="http://www.lisbonchillouthostel.com">www.lisbonchillouthostel.com</a></p>

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