# Work plan

Name of trainee:
E-mail:
Phone number:

### Duration of stay:

Number of days/months

### Working hours:

Xx hours/day

### First day info

Come to Department/Unit/Office at Time. You will be met up by Name.

### Office policy

Trainee at Umeå University are expected to work and be present at the office five full days a week (Monday-Friday).

Umeå University is an informal and non-hierarchical workplace. You are expected to conduct your work independently, meet deadlines and attend and be on time for meetings.

You will be under the supervision of an experienced staff member and that supervisor/contact person will be happy to answer any questions that you may have. If you fall ill or are unable to come to the office you have to report this to your supervisor.

The working language is Swedish and English. Swedish language skills are not required for the traineeship. However, advanced English communication skills, oral and written, is expected.

### Offer

Describe the goal of the visit and the insights that should be gained.

### Contact person

Name, contact details

### Overall tasks

Specify if needed