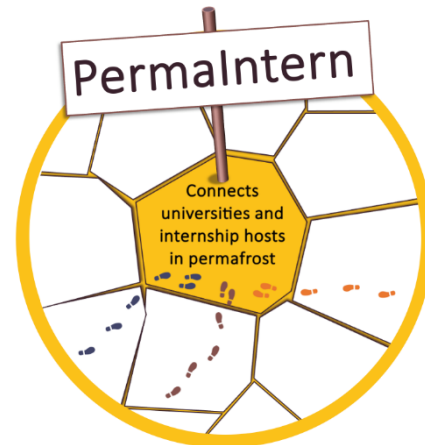


## PermaIntern host certification

To become a certified PermaIntern host, you must fill out this form, which consists of two parts (A and B).

- Part A is a description of the program, which you must sign to confirm that you have understood the aims, structure, and responsibilities of the parties in the PermaIntern program.
- Part B is a form in which you must describe your expertise and experience related to permafrost and hosting of interns. You are also asked to provide a reflection on your role as a PermaIntern host. This part may require more than an hour to fill out.

The final step of the certification process is to schedule a meeting (online) with the PermaIntern team. At this meeting, we will go through the forms you have filled out, and ask and answer any remaining questions about the program and your responsibilities as a host.



## Basic information

Name of organization/company:

Type of organization/company:

Contact person, host:

## Part A. The PermaIntern program

The needs for professional competence in the Arctic are driven by societal developments in a complex region undergoing uniquely rapid changes. Challenges related to thawing permafrost, changes in natural resource accessibility, industrial development and demographic changes will require specialized professional competence in local communities. Local competence needs may be addressed by exchanges within and between the Arctic and other regions, but Arctic-specific professional competence needs to be built and maintained in the Arctic. Internships can help students translate their knowledge into skills in a professional setting, and at the same time provide platforms connecting students, academics, and professionals with competence needed in the Arctic.

**PermaIntern** is a project led by the UArctic Thematic Network for Permafrost and is funded by the Danish Ministry of Education from September 2022 to August 2024. The aim of the project is to build a sustainable platform and a program for international internships on permafrost and seasonal frost, and thus strengthen cold region-specific skills in Arctic societies and beyond. The program has been designed jointly by nine Nordic PermaIntern partners at higher education institutions (University of Copenhagen, UNIS the University Centre in Svalbard, Stockholm University, University of Oslo, Danish Technical University, Norwegian University of Science and Technology, Gothenburg University, and the Permafrost Young Researcher Network).

# PermaIntern - Permafrost Internships

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PermaIntern is a flexible program for internships focusing on permafrost and seasonal frost processes, and connects students, internship hosts, and university supervisors across and beyond Arctic countries.

- **Students** may be at any level of university studies in any discipline and may do the internship as part of their university education.
- **Hosts** may be any employer interested in professional activities related to permafrost/seasonal frost, such as engineering companies, research institutes, government agencies, Arctic communities, and NGOs.
- **Supervisors** are university teachers/employees with permafrost expertise and relevant pedagogical training at the student's home institution and provide the link to the home university educational program. Alternatively, supervisors may be external to the student's home institution, for example if no supervisor with the required expertise is available at the home institution.

All internships focus on permafrost or seasonal frost processes. University students in geoscience and engineering typically have limited exposure to these topics in their education, especially at the Bachelor level, since few universities offer dedicated courses on permafrost and frost action. To enable students at all levels to participate in the program, PermaIntern provides permafrost educational resources and certified supervisors with permafrost expertise. Prior educational experience in permafrost is therefore not a basic requirement for participating in the program but may be required by some of our internship hosts for specific projects.

PermaIntern aims at promoting flexible internship opportunities where projects are designed according to the host needs and the requirements from the student's home university. A student in PermaIntern must have a supervisor at their home university and should follow the home university's rules for internships within their educational programs. Internship projects may be of any duration and timing, may be paid or unpaid, and have varying entry requirements. To ensure the quality of the program, PermaIntern certifies all hosts and supervisors. The certification ensures that hosts, students (interns), and university supervisors know what is expected by all parties for a successful internship experience.

All PermaIntern projects include some **mandatory elements**.

- Project advertisement (host).
- Project plan and agreement between student, supervisor, and host.
- Internship period at host (student, host).
- Mid-term seminar (student, supervisor, host).
- Project final report (student).
- PermaIntern mentoring (student).
- PermaIntern blogpost (student).
- PermaIntern Diploma.

# PermaIntern - Permafrost Internships

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Most of these overlap with common mandatory elements of university internship courses and therefore do not require extra work from the involved parties. Instead, PermaIntern provides guiding to how these elements can provide effective learning experiences for students.

## **Responsibilities of hosts**

The main responsibility of the host will be to offer a structured training program ensuring the participants can gain the knowledge and skills sought during the internship period. Internship projects must have a focus on permafrost or seasonal frost processes but may include other activities as well. The host must discuss the feasibility of the project plan and its alignment with course requirements from the home institution with the supervisor before the start of the internship period. Internship objectives and expectations should be well defined, and interns must be informed of any relevant safety protocols at the workplace. Please, sign this document to confirm that you have read and understood the program and your responsibility as a host.

## **Responsibilities of supervisors**

Supervisors are responsible for ensuring the relevance to permafrost or seasonal frost processes throughout the internship project. They are also the link to the educational program and thereby responsible for following the educational curriculum as required by the home institution. Supervisors should also be ready to guide students through the administrative tasks needed to set up an internship through their home institution's educational program. This includes pointing students to the relevant resources and contact persons, but not to carry out excessive administrative tasks for the student.

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Date

Signature

## Part B. Expertise and experience

Here we ask you to provide to provide information about your expertise and experience in hosting internships. We also ask you to provide a reflection on how you plan to provide effective learning experience to interns within the PermaIntern program.

1. Describe your professional expertise, with special focus on your expertise in permafrost/seasonal frost.
2. Describe your experience in having interns at your workplace.
3. What would be the main internship-related tasks carried out in your organisation/company?
4. Does your company/organisation provide work insurance for trainees? Will internships be paid?
5. Provide a reflection on your role as a host for interns in the PermaIntern program. How is the PermaIntern program relevant to you?