



Ca' Foscari
University
of Venice



Your entry into the job market

The activities of
the Career Service

UNIVERSITA' CA' FOSCARI

5246



The University Career Service

The **Career Service is the University's service** that prepares you to enter the job market, following your ambitions and expectations. You can contact our offices to improve your **CV** and attend appointments dedicated to **career guidance** and **skills development**. The Career Service supports you in starting **internships** and organises various opportunities throughout the year to **meet and introduce yourself to companies**. The **LEI project** specifically promotes young women employability.

DO YOU NEED SUPPORT IN DRAWING UP YOUR CV?

WOULD YOU LIKE TO FIND OUT WHAT CAREER PROSPECTS AWAIT YOU AFTER GRADUATION?

WOULD YOU LIKE TO GET IN TOUCH WITH COMPANIES?

The **Career Service** provides you with a range of tools, services and appointments designed to help you enter the job market.

Career Desk

A consultancy service to help people consciously build their professional project, plan their active job search in Italy and abroad, carry out a CV check and create effective tools. The service is provided in Italian and English.

Your CV in the Career Service database

This is the Career Service database: fill out your CV in the reserved area so that your profile can be recommended to companies.

Job and internship boards

You can consult the active Internship and Job Offers in Italy by accessing the Notice Boards in the Reserved Area and sending your application.

Workshops and seminars

dedicated to national and international **job orientation** and **self-entrepreneurship**.

For further information:

www.unive.it/orientamentolavoro

Workshops presenting **emerging job placements** and **professional figures**, with the involvement experts in economy, language, science and humanities.

Mentoring programme

The Career Service promotes a mentoring programme: **Coltivismoci**. Mentoring enables a manager/professional (mentor) to share his or her work experience with a Master's degree student (mentee), who will be able to better understand and orientate himself or herself towards the job market. Through the *Coltivismoci* programme, Ca' Foscari master's degree students can embark on a career guidance course accompanied

by the experience and example of established professionals in Italy or abroad.

For further information:

www.unive.it/mentoring

Connection with

Company presentations in which you can up close with some important organisations: stories of internal professionals, the most sought-after profiles and selection methods.

MeetUp with

Appointments that give you the opportunity to get in touch with national and international companies. At a MeetUp, you send your application to a company and, if your profile is selected, you can attend the company presentation and attend an interview.

Career Day

An event dedicated to meeting various top Italian and international employers from different business industries. At a Career Day you can meet companies, find out about the professional profiles they are looking for, career opportunities and selection methods, hand in your CV, talk to the recruiters and attend interviews.

Career Sprint

Intensive 5-day workshop involving managers and recruiters from a company and a pre-selected group of Ca' Foscari students. During a Career Sprint you work in a team to design an innovative project that addresses a real need of a company. You have the opportunity to put your hard and soft skills into practice and to get noticed by managers and recruiters who will have the opportunity to "watch you work".

LEI - Leadership, Energia, Imprenditorialità (Leadership, Energy, Entrepreneurship)

Project promoting **female leadership and the role of women in the labour market** through **workshops** for leadership development and self-entrepreneurship, **traineeship projects** dedicated to strategic professional industries and **talks** with women from different professional backgrounds.

In 2020 the **Magazine Lei** was founded: a four-monthly magazine that reports on the activities promoted by LEI, the most innovative corporate projects supporting women and prominent female professionals. The magazine also features in-depth articles on women's employability, soft skills, rights and inclusiveness in the job market. The magazine targets the Ca' Foscari community and local companies and institutions.

For more information and to download it free of charge:

www.unive.it/lei

lei leadership
energia
imprenditorialità

DO YOU WANT TO HAVE AN INTERNSHIP IN ITALY?

The **Career Service's Italy Internship Department** supports you in finding and activating your internship in Italy.

Internships in Italy

A traineeship or internship is a period of **on-the-job training where** you can acquire knowledge and professional skills that can be used in the labour market. It is therefore a chance to **directly get to know the job market** that lets you develop specific **professional skills** by giving you the chance to experience a real workplace setting. The traineeship is not an employment.

WHERE

In Italy at **partner organisations** (companies, non-profit organisations, cultural associations, museums and public bodies).

HOW

You can find an internship in Italy through:

- the offers regularly published on the notice board;
- the list of partner companies of the University;
- funded internships promoted by the office.

Once the internship project has been found, you need to agree with the company tutor and the university tutor and to prepare the relevant documents (agreement and training project) following the procedure described on the website.

Are you a recent graduate, master's student or researcher?

In order to activate a 'training and orientation traineeship', you must produce the documents required by relevant regional regulations.

WHEN

Students

- during the university programme;
- the internship period available to each student is 12 months per study cycle.

Graduates / Master's graduates / PhDs:

- within 12 months after obtaining the title;
- the internship must have a minimum and maximum duration provided for by the relevant regional law (for Veneto minimum 2 months maximum 6 months);
- interns must be paid.

Internship projects in Italy

Specific internship projects for students and recent graduates are published on the website, where you can apply according to the terms of each call for applications.

Cycle of meetings "Pronti, Stage, Via!"

Twice a year we promote "Pronti, Stage, Via!", a series of meetings, divided by disciplinary area, to find out all about internships in Italy and abroad: by participating you will find out how to choose an internship, what opportunities it can offer, how to get in touch with companies and organisations by presenting yourself in the best possible way, and finally, how to turn it into a fundamental experience for your future work.

For further information:

www.unive.it/stageitalia

DO YOU WANT TO TAKE YOUR FIRST STEPS INTO THE INTERNATIONAL JOB MARKET?

The **Career Service's International Internship Department** supports you in finding and activating internships abroad as well as offering various opportunities to further your international career.

Internships abroad

International "on the job" training period. This is important to understand the logic and relation systems of the productive world in other countries, to learn about and interact with other cultures and to improve your linguistic and intercultural knowledge in order to invest it successfully in the Italian and international labour market.

WHERE

In EU and non-EU countries, at various types of partner organisations (companies and institutions, chambers of commerce, museums, international relations offices of foreign universities, NGOs, language schools, etc.).

HOW

You can find an internship abroad through:

- traineeship offers regularly published online;
- list of partner companies of the University;
- independent research.

Once the placement has been found, it must be activated by following the instructions on the **dedicated website**.

Internship programmes abroad

A number of programmes and projects are available in Europe and outside in various professional fields.

ERASMUS+ TRAINEESHIP

This is a programme that lets students take an internship of 2-3 months in various types of contracted organisations in an EU country. You can also do the internship as

a recent graduate by applying as an undergraduate. Generally, there are two calls for applications: one in autumn and one in spring.

For the 2021/2022 academic year, traineeships may take place in the following ways:

- **VIRTUAL** - an internship that can be carried out entirely remotely directly from Italy or from the country in which the host organisation operates.
- **PHYSICAL** - internship to be carried out in the country of destination if the appropriate security conditions are in place.
- **BLENDED** - internship combining a period spent remotely (in Italy or abroad) with an in-person period. Funding depends on the mode of the internship and the host country, as indicated in the call.

WORLDWIDE INTERNSHIPS

The project lets students to carry out multidisciplinary internships outside the European Union, during 2022, in various types of organisations, putting into practice what they learned during their university studies. Internships can be carried out remotely, blended or face-to-face and aim to build a professional project for their first entry into the international labour market. For the A.Y. 2021/2022, a call for applications is online, while funds last, with a deadline on May 31, 2022.

MAECI - CRUI TRAINEESHIPS

Internship programme at Italian Diplomatic Missions abroad, managed at government level by the CRUI Foundation in partnership with the Italian Ministry of Foreign Affairs and International Cooperation - MAECI and partner Italian universities. The programme aims to supplement university education

of students coming from specific Master's degree programmes through direct and concrete knowledge of institutional activities carried out by MAECI.

COLGATE PROGRAMME

Language assistantship programme at Colgate University (Hamilton, New York State, USA), which lets you assist Italian language and literature teachers during classes and help organise seminars and events to promote Italy's culture, traditions, history, etc. The call for applications is generally published in autumn and offers 1 grant, covering the assistantship's board, lodging and travel costs which runs from August to May.

SIMULATION VENICE UNIVERSITIES' MODEL EUROPEAN UNION - VEUMEU

Simulation based on the European Union organised in San Servolo at the Venice International University (VIU) by the student association Venice Diplomatic Society in partnership with Europe Direct and our University. It usually takes place in May and lets you to get a closer look at the world of diplomacy and international relations with events based on specific topics and rules of procedure.

For further information:
www.unive.it/stage-estero

CONTACTS

Career Service

careerservice@unive.it
www.unive.it/careerservice

Internships in Italy

stage@unive.it

Internships abroad

stage.estero@unive.it
erasmus.placement@unive.it

Career Guidance

orientamento.lavoro@unive.it

LEI Project

lei@unive.it

Università Ca' Foscari
Venezia
Dorsoduro 3246
30123 Venezia

