

## Internship Agreement

We hereby confirm, that

Ms/Mr: \_\_\_\_\_

born: \_\_\_\_\_

will be serving an internship in our company/institution/organization

from \_\_\_\_\_ till \_\_\_\_\_

Company/Institution/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Department: \_\_\_\_\_

Contact person (internship partner) Ms/Mr: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

The contact person named by internship partner is responsible for both the communication with the intern as well as for the contact with the Centre for Soft Skills/Zentrum für Schlüsselqualifikationen (ZfS) of the University of Freiburg/Germany.

### 1. Aims of the internship

The internship allows the intern to explore possible work opportunities and to gain insights into work life. The intern will be given the chance to enhance his/her soft skills and qualifications for the working world outside the university context and will thus increase employability. The internship partner offers the intern the possibility to strengthen his/her competencies such as personal, social, methodical, and professional competencies. On the grounds of the experiences made during the internship the intern will be able to plan his/her further studies and future job-orientation more effectively.

### 2. Tasks of the internship partner

1. The internship partner agrees to offer the intern insights into different aspects of the company's/institution's organisational and administrative structure. The internship partner also endeavours to include the intern into daily business to the extent possible and strives to offer the intern tasks or even smaller projects to work on independently.
2. After completion of the internship the internship partner issues a qualified certificate stating the duration and format of the internship (e.g. part-time/full-time) as well as the accomplished tasks.

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Date/Place

Intern's signature

Signature of internship partner and stamp