

Guide for internship providers
for the ‘Internship plus – Skills Training and Occupational
Guidance’ internship module

at the University of Freiburg’s
Center for Key Qualifications (ZfS)

Dear Sir or Madam,

Thank you for your willingness to provide an internship placement for a bachelor student from the University of Freiburg.

This guide explains our objectives, the process and mandatory elements of the internship module. We are also happy to help you in person or by e-mail if you have any questions and are delighted to receive suggestions and comments.

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I. Background and objectives

The Center for Key Qualifications (ZfS) organizes and develops interdisciplinary courses (modules) in the field of professional skills (Berufsfeldorientierte Kompetenzen, BOK). These skills are an obligatory component of bachelor degree programs (Bachelor of Arts and Bachelor of Science). In order to ensure that teaching closely reflects practical demands, the ZfS largely engages external teachers from professional life.

As part of their studies, which generally consist of one academic major and one minor plus professional skills, students must acquire a certain number of credits in line with ECTS, the *European Credit Transfer System*, which is designed to ensure and promote student mobility. One ECTS credit represents a student workload of approx. 30 hours. An average workload is calculated for each module, which is assessed at a suitable number of ECTS credits.

The 'Internship Plus – Skills Training and Occupational Guidance' internship module is primarily designed to offer all bachelor students who do not have to complete mandatory internships as part of their major the opportunity to have an internship of four or six weeks duration credited in the field of professional skills. Since the ZfS serves bachelor students from all faculties, this integrated internship is **not** a specialized internship. For this module, the students receive 6 ECTS credits for a 4-week internship or 8 ECTS credits for a 6-week internship.

The internship module has the following objectives:

Students

- gain insights into potential fields of work
- learn about working life and gain practical experience
- strengthen the key qualifications they have gained on their studies
- discover their personal strengths and increase their competency

II. Process and mandatory elements for students

For students, the internship module consists of the following obligatory elements:

1. Finding an internship

The students independently organize an internship of four or six weeks duration (full-time) (or – for part-time – must provide evidence of at least 140 or 210 hours respectively).

2. Tasks before start of internship

The university's online teaching platform ILIAS provides useful information for students about internships and preparatory tasks for the practical phase. The tasks relate to the following subjects: criteria for satisfaction at work, assessment of own capabilities and strengths in the form of a skills profile, and formulating/reviewing the internship objective.

3. Guided practical phase

The length of an internship that is eligible for credits is either four or six weeks full-time or the same number of hours part-time. Students are supported by the ZfS throughout the internship. The ZfS makes contact by e-mail half-way through each internship. This is chiefly to ask about experiences to date and/or review the objectives set for the internship. Students must respond. ZfS contacts are available by e-mail and at a weekly 'surgery' throughout the internship.

4. Learning diary

The learning diary is a self-guided learning method and helps the individual to reflect on subjective learning experiences and process them. It must be kept by the intern.

5. Critical reflection online after the internship

Critical reflection online takes place after the internship on the university's online teaching platform ILIAS. The online critical reflection focuses on thoughts about the exchange of experiences and reviewing the objectives set for the tasks before start of internship.

6. Written documentation/internship report

Written documentation sums up thoughts about the experiences during the internship and should be approx. 10-12 pages and contain the following:

- Brief presentation and description of the internship
- Description of activities/projects/tasks
- Concluding thoughts about the experience

III. The internship

For the interns, the experience of an internship should focus on the learning process, gaining experiences and expanding their competency.

■ You can contribute to this during their time with you by

- allowing them insights into various areas of your organization,
- allowing them to take part in routine procedures and meetings,
- ideally giving them a small project/limited task that they have to complete independently, and
- providing a permanent contact.

For you as provider of an internship, the intern offers the following opportunities:

- the perspective of an intern can reframe procedures;
- they can contribute new ideas;
- they can bring fresh thinking to issues that often get filed and forgotten;
- they can promote the image of your company and the corporate culture;
- they can lead to greater contact with the university and potential employees.

Setting tasks for interns:

Since this practical phase is not a specialized internship, the university has no special requirements about the tasks that the intern should handle or what they should learn. However, it is worthwhile for both sides to consider potential fields of work in advance and discuss this with the intern.

IV. Formalities

Duration and remuneration

The length of an internship that is eligible for credit points is either four or six weeks full-time or the same number of hours part-time. An internship may also last longer than six weeks if you wish, however the additional time will not be credited as course work for the student.

The intern should preferably be remunerated. This is determined by the conditions of the internship.

Support during the internship

Please name a supervisor in your institution who will guide the intern during the internship and be there as a contact for them.

Internship contract and agreement

An internship contract must be concluded between the intern and you as the internship provider. The ZfS has prepared a model contract for this and you can use it if you wish. The intern must present a copy of the signed contract to ZfS before the final online critical reflection.

The model contract and form are available for download on the ZfS website at:

www.zfs.uni-freiburg.de/praktikumsmodul.

Documentation of internship and certificate

After the internship the ZfS requires evidence of the internship from you stating the duration of the internship and the hours worked. Please complete the *certificate* form.

Please also issue a qualified certificate to the intern. This certificate does not however have to be submitted to ZfS.

Insurance cover/liability

During the internship, interns remain matriculated and on their degree program and are therefore insured against accident, liability and have health insurance. An intern's liability is limited to deliberate act and gross negligence.

Optional entry in the DGB internship database

After submitting their documentation, the students have the option of entering key data about the internship in the DGB internship database:
http://jugend.dgb.de/dgb_jugend/service/job-und-praktikaboersen/praktika-check/praktikabewertung-abgeben

We rely on your help and cooperation to realize this module successfully, and are delighted to receive your feedback, suggestions and requests.

Yours faithfully,
The ZfS Team

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