

Checklist for the Internship Module

‘Internship Plus’: Competence Training and Career Orientation

When?	What?	Which form or tool? You can find all forms at http://www.zfs.uni-freiburg.de/praktikumsmodul/downloads	OK
Until registration for the internship module	Finding an internship	Support via http://www.studium.uni-freiburg.de/service_und_beratungsstellen/zsb/karriere	<input type="checkbox"/>
After agreement of internship	Registration → Submission of form to the Center for Key Qualifications (ZfS) by e-mail: praktikumsmodul@zfs.uni-freiburg.de → ZfS e-mails access data to ILIAS	<i>Registration form</i>	<input type="checkbox"/>
Before start of internship	Submission of tasks on ILIAS → Submission no later than 14 days before start of internship → Admission to the module only after full review by ZfS	You can find all work instructions and information on ILIAS	<input type="checkbox"/>
Before start of internship or at absolute latest in time for reflecting critically online via ILIAS	Internship contract → Have contract signed → If the internship provider does not have their own contract: have model contract signed → Submit contract by e-mail to ZfS	<i>Model contract</i>	<input type="checkbox"/>

N.B.: Your internship may only start **after** successful submission of tasks and positive review by ZfS. Otherwise, further successful participation in the module is not possible. Your registration must be shown in the system as ‘passed’ before the start of the internship. You will not receive any confirmation by e-mail; you must check for yourself in the electronic course catalog, whether this task component was passed.

During the internship	Guidance → One-off task on ILIAS half-way through internship (you will be sent information by e-mail)		<input type="checkbox"/>
	→ Keeping a study diary	Information and guidance on a study diary on ILIAS	<input type="checkbox"/>
Towards the end of the internship	Internship certificate and Recognition form → Have internship provider issue internship certificate	<i>Certificate form</i>	<input type="checkbox"/>
	→ In the case of compulsory internship, have bachelor supervisor sign <i>Recognition form</i> under major or minor subject	Where relevant <i>Recognition form</i>	
	Reflecting critically online via ILIAS	→ Submit <i>Certificate form</i> (& where relevant <i>Recognition form</i>) via e-mail	
Online reflection via ILIAS	Written documentation → Submit as PDF via ILIAS	ILIAS manual	<input type="checkbox"/>