

## ■ ‘Internship plus’ Module – Skills Training and Occupational Guidance

Voluntary internship with ECTS credits for professional skills at the Center for Key Qualifications (ZfS)

An internship is not only a valuable means of discovering the career path you wish to take. The practical experience it brings is also one of the most important criteria for a successful start to working life. ZfS’ internship module ‘Internship Plus – Skills Training and Occupational Guidance’ offers bachelor students from all subjects the chance to undertake a voluntary interdisciplinary internship and gain professional skills at ZfS and have it credited as pass/fail assessment, provided the internship is taken within the framework of the module. You have a free choice of internship providers and areas of work.

This **independently organized, voluntary internship** at home or abroad must last at least four weeks (full-time) and be completed within the framework of the module. Students who successfully take part in the internship module can receive 6 ECTS credits for a 4-week internship (min. 140 hours) or 8 ECTS credits for a 6-week internship (min. 210 hours).

The module is offered in an **online format** and starts with mandatory tasks on ILIAS before the internship begins. After the internship you will undertake mandatory critical reflection tasks on ILIAS and record written documentation.

**The internship module includes the following elements:**

### 1. Finding an internship

You must independently find an internship at a public body or private employer at home or abroad. Submitting a copy of the internship contract to ZfS is mandatory and must be done before the end of the internship. You can obtain help with planning, finding and organizing an internship from the internship advisers at the Student Service Center (SCS), Sedanstraße 6.

### 2. Registering by submitting the *registration* form before the start of the internship

Registration must take place at least three weeks before the start of the internship. To do so, please submit the completed *registration* form and the internship contract to us either in person, by post or e-mail. Once you have done so, you will receive access to the online area of the module on ILIAS.

### 3. Tasks on ILIAS before the start of internship

You can find information on employment law, tips on how to have a successful internship, and preparatory tasks on ILIAS. You must complete the tasks, and submit and upload them on ILIAS **no later than 14 days before the start of internship**.

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. These tasks will take approx. 8 hours to complete. Please note that your internship may only start **after** successful submission of the tasks and a positive review by ZfS. Otherwise further successful participation in the module is not possible.

#### 4. Critical reflection and keeping a learning diary

Half-way through your internship you will receive an e-mail, which will be sent to the e-mail address given in your registration form. This sets out the tasks for obligatory **critical reflection on ILIAS**, mainly considering your experiences to that point in time.

Another obligatory element is **keeping a learning diary**. This is used to reflect on and process experiences of all kinds during the internship, and forms the basis for the written documentation that is recorded at the end of the module.

#### 5. Critical reflection after the internship

Reflecting critically online is a mandatory component that you must take part in at the end of your internship. It involves you being recorded shortly after the conclusion of the internship on ILIAS' critical reflection module. You will be informed by e-mail when this is ready for completion.

#### 6. Written documentation

The written documentation serves to reflect on experiences and knowledge transfer (approx. 10-12 pages) and must be submitted no later than four weeks after activation for the completion module.

#### 7. Optional: Entry in the DGB internship database

Once the documentation has been submitted, you have the possibility of entering an assessment of your internship in a DGB database:  
[http://jugend.dgb.de/dgb\\_jugend/service/job-und-praktikaboersen/praktika-check/praktikabewertung-abgeben](http://jugend.dgb.de/dgb_jugend/service/job-und-praktikaboersen/praktika-check/praktikabewertung-abgeben).

You will only be awarded ECTS credits if **all** the above elements (except no. 7) are successfully completed. Please note that you can only take part in the internship module successfully once. Mandatory internships completed for the major or minor cannot also be accredited under professional skills at ZfS.

**More information about the module (requirements, ECTS credits, documentation, 'surgery', FAQ) can be found on our website along with all the necessary forms for download: [www.zfs.uni-freiburg.de/praktikumsmodul](http://www.zfs.uni-freiburg.de/praktikumsmodul).**

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Center for Key Qualifications (ZfS)  
 Universitätsstraße 9, 79098 Freiburg  
[www.zfs.uni-freiburg.de](http://www.zfs.uni-freiburg.de) / [praktikumsmodul@zfs.uni-freiburg.de](mailto:praktikumsmodul@zfs.uni-freiburg.de)  
 For appointments please see: [www.zfs.uni-freiburg.de/de/sprech-und-beratungszeiten](http://www.zfs.uni-freiburg.de/de/sprech-und-beratungszeiten)