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(Internship provider)

To the
Chairman of the Examination Board
for examinations in the
SOCIAL WORK AND HEALTH MAJOR
at the Fachhochschule Kiel
Sokratesplatz 2

24149 Kiel

Consent of the internship provider to complete the internship in accordance with the rules on study and examination for the Bachelor's degree course in **Teaching and Education in Childhood** with a major in Social Work and Health at the Fachhochschule Kiel.

Mr / Mrs Matric. No.

can, from to,

complete the required internship with us in accordance with the aforementioned regulations.

We are familiar with the contents of the explanatory leaflet on completing internships for the Bachelor's course in **Teaching and Education in Childhood**.

.....
is provided as an instructor (name, position)

Previous experience as an employee qualified to teach:

.....

The intern's training should be in the following areas:

.....
.....
.....

.....
(Signature and stamp of internship provider)

Annex:
Explanatory leaflet on completing internships in the
Bachelor's course in **Teaching and Education in Childhood**

.....
(Internship provider)

Certificate of Participation
for the successful completion of an internship
in accordance with the rules of study and examination for examinations in the
Social Work and Health major as part of the Bachelor's course in
Teaching and Education in Childhood at the Fachhochschule Kiel

Mr / Mrs Matric. No.

from to
successfully completed the required course-related practice Part 1 / course-related practice Part 2
/ 6 weeks *

Days absent.....

Instruction conducted by (name, position)

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.....
.....

Instructor's previous experience as an employee qualified to teach:

.....

He/she was made familiar with the following tasks or work areas:

.....
.....
.....

He/she performed the following practical activities:

.....
.....
.....

.....
(Signature and stamp)

*) delete as appropriate

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Please note

A certificate of participation may only be issued if students showed up regularly at the internship provider and demonstrated sufficient performance. They may only be absent from the internship due to circumstances beyond their control.

In the sense of this provision, circumstances beyond their control include:

- a) Circumstances which the students did not bring about, and which prevented them from attending (e.g., illness)
- b) Circumstances which the students contributed to but for which release from the obligation to attend is justified on the basis of an informed appreciation of the situation.

If a student is absent for more than four days during the first study period (course-related practice) and/or six days in the second study period (6 weeks), these days must be made up for retroactively.

Time and duration of the internship

Internship I according to the examination rules will be carried out as course-related practice. The practical day is Thursday. In the winter semester the internship lasts from the start of October to the end of December (total 13 days). In the summer semester the internship begins with a one-week internship (5 days) in March, with practical days from the middle of March to the middle of June (total 13 days).

Internship II according to the examination rules lasts for 6 weeks. It can be completed at the earliest during the time when there are no lectures after the fourth semester.

<p style="text-align: center;">Explanatory leaflet for completing internships during education to become a child educator with the course Teaching and Education in Childhood</p> <p><u>The internship</u></p> <p>a) Internship I will be completed as <i>course-related practice</i>. It comprises 13 days from the start of October to the end of December in the winter semester, as well as a one-week internship in March (5 days) and 13 practical days in the summer semester. The course-related practice will provide students with detailed information about working in child day-care facilities. The internship provider should task students with solving simple tasks as a child educator.</p> <p>b) Internship II runs over <i>6 weeks</i> and serves to test and apply students' theoretical knowledge and their competence in solving particular tasks set to them by the internship provider. It will also test students' understanding of methodical concepts and testing and applying didactic models, as well as detailed information about a particular field of child education. It can be completed at the earliest in the period without lectures after the fourth semester. The internship can also be organised as a project. More precise details are to be agreed with the tutor.</p> <p>c) Internship I is an accompaniment to the course and generally takes place on Thursdays, while Internship II must be completed in the period without lectures after the fourth semester.</p> <p>d) Internship providers must operate outside the <i>Fachhochschule</i>. They must have the necessary staff and equipment to complete the internship. The persons entrusted with instructing students must have relevant training and qualifications. The instructions for the course-related practice can be set by a teacher. As a rule, an academically qualified person should provide the instructions for the 6-week internship.</p> <p>e) The course-related practice is prepared and assessed within the framework of Module 3, Research studies I.</p> <p>f) The 6-week internship is prepared and assessed within the framework of Module 7, Research studies III.</p> <p>g) The internship provider will be selected for internships by students with the consent of their tutors during the first or fourth semesters. The educational requirements and possible guidelines issued by the seminar coordinator must be observed when determining the rights and duties of the students.</p> <p>h) During the internships, the students must carry out the tasks of the internship provider with regard to their future professional work. During the internship II, students work as if in a full position.</p>	<p><u>Requirements for successful completion of the practical section</u></p> <p>a) Successful completion of an internship will be certified by the internship provider. If the internship provider does not want to certify successful completion, they must notify the person or persons responsible for the module and state the reasons for not issuing the certificate. If the person or persons responsible for the module come to a different conclusion about the student's performance during the internship, they must set this out in writing. In this case the examination board decides on the outcome of the internship.</p> <p>b) The performance requirements in connection with the internships are to be formulated transparently within the framework of the accompanying classes.</p> <p>c) If the submission of a certificate of participation is required for an examination, this may only be granted if the students have participated in the corresponding lectures and seminars, and have achieved sufficiently high grades. The relevant class coordinator determines the form the results take. Students may only be absent from class in circumstances beyond their control.</p> <p style="text-align: center;">II. Process</p> <p>Students are to apply for consent to complete the internship with the internship provider of their choice in writing using the relevant form (Application for Consent to Complete an Internship) from their class coordinator. For the course-related practice in the first two semesters, this is the "Observation and Documentation" class; in the second internship this is the "Research Workshop" class. A declaration of consent must be attached to the application to the internship provider along with the form (Application for Consent to Complete an Internship).</p> <p>The application and consent are to be submitted to the registrar's office before starting the internship.</p> <p>The class coordinator will issue the necessary consent to complete the internship upon application for consent.</p> <p>After successful completion of the internship, the internship provider must issue a certificate of participation (likewise on a form) and hand it out to the students. It is recommended to provide students with two copies of the certificate for their records.</p> <p>Students must then submit the certificate to the coordinator responsible for the evaluation seminar to inspect. This lets them take part in the evaluation seminar. They must then submit the certificate to the registrar's office.</p> <p>Successful participation in the evaluation will be certified by the seminar coordinator in a certificate of academic achievement.</p>
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