

**Internship Agreement for Students of the Degree Course in Social Work between:**

_____ Name of the internship host	_____ Surname, first name
_____ Street	_____ Street
_____ Postcode, town/city	_____ Postcode, town/city
_____ Telephone number	_____ Telephone number
_____ Internship host e-mail	_____ E-mail (EHD)
_____ Supervisor e-mail (hereinafter referred to as the "Internship Host")	_____ (hereinafter referred to as the "Student")

**Section 1 – General Provisions**

This Internship Agreement is based on the **Internship Regulations** for the Degree Course in Social Work of the Evangelische Hochschule Darmstadt, University of Applied Sciences (hereinafter referred to as the "EHD"), from 2nd December 2019. An excerpt from the regulations on the objectives and content of the internships can be found in the appendix.

**Section 2 – Obligations of the Contractual Partners**

- (1) The Internship Host agrees to train the Student in a **320-hour study group internship** in compliance with the Internship Regulations. The 320-hour study group internship usually takes place in a block of time between the third and fourth semesters. Up to 80 hours can be completed alongside university studies, and a further 80 hours can be completed as a block during the lecture-free period of the following semester.

The following periods have been agreed upon for the 320-hour **study group internship**:

From \_\_\_\_\_ to \_\_\_\_\_ – **internship block of at least 160 hours**

From \_\_\_\_\_ to \_\_\_\_\_ – **internship alongside university studies for up to 80 hours**

From \_\_\_\_\_ to \_\_\_\_\_ – **internship block of up to 80 hours**

The Student will complete his/her study group internship in the division/department:

\_\_\_\_\_.

During this period, he/she will be supervised by: \_\_\_\_\_,  
(first name / surname)

who has \_\_\_\_\_ years of experience in the field of social work as a

- state-certified social worker or state-certified social education worker
- \_\_\_\_\_ other occupational title  
(requires the approval of the Internship Office for Social Work of the EHD).

The Internship Host agrees to train the Student in an **internship semester of at least 880 hours, usually lasting half a year**, in compliance with the Internship Regulations and an individual training plan to be produced for the Student. The agreed period for the internship semester will be from \_\_\_\_\_ to \_\_\_\_\_. The internship semester will not exceed the average internship time of 40 hours per week. The holiday leave is based on the arrangements of the Internship Host and is a total of \_\_\_\_\_ days. The achievement of the 880 hours is not affected by this leave.

The Student will complete the internship semester in the division/department:

\_\_\_\_\_.

During this period, he/she will be supervised by: \_\_\_\_\_,  
(first name / surname),

who has \_\_\_\_\_ years of experience in the field of social work as a

- state-certified social worker or state-certified social education worker
- \_\_\_\_\_ other occupational title  
(requires the approval of the Internship Office for Social Work of the EHD).

During the specified period of the internship semester, the Student will be released from his/her internship by the Internship Host for a weekly study day (usually Wednesday) and to participate in further events accompanying the internship lasting up to a maximum of five days.

During the internship semester, the Internship Host will pay monthly remuneration of € \_\_\_\_\_.

The Internship Host will ensure that its supervisors are able to participate in events for internship supervisors at the EHD.

The Internship Host will provide the student with a report on the internship period and evidence of the internship hours worked immediately after the end of each internship period. If it becomes apparent that the Student's performance does not meet requirements during individual internship periods, the Internship Host must contact the study group leader and/or the Head of the Internship Office for Social Work at the EHD immediately.

Members of student committees must be released to participate in regular meetings of a self-governing body of the EHD upon presentation of a written invitation. These students should also be enabled to participate in further meetings of the self-governing body.

(2) The Student commits to:

1. using the learning and training opportunities offered
2. complying with the instructions given by the internship supervisor or other individuals responsible for the internship within the scope of the internship period
3. observing the rules and regulations of the Internship Host, especially accident prevention regulations and the valid working time regulations
4. immediately informing the Internship Host of the reasons for any absences

### **Section 3 – Obligation to Maintain Confidentiality**

The Student has the same obligation to maintain confidentiality as the employees of the Internship Host. This does not prevent the Student from producing reports for study purposes, provided that the Student can guarantee that this does not involve the publication of any facts covered by the obligation to maintain confidentiality.

### **Section 4 – Termination of the Agreement**

The Agreement can be terminated in writing by both parties on important grounds following consultation with the EHD. Important grounds particularly apply in the case that the Internship Host does not comply with the Internship Regulations that form the basis of this Agreement or the Student wilfully violates the obligations stipulated in Section 2 paragraph 2 on a sustained basis.

\_\_\_\_\_  
Location, date

\_\_\_\_\_  
Internship Host (stamp, signature)

\_\_\_\_\_  
Student

\_\_\_\_\_  
Acknowledged by the Internship Office for  
Social Work

## **Appendix**

### **Excerpt from the Internship Regulations for the Bachelor's Degree Course in Social Work at the Evangelische Hochschule Darmstadt, University of Applied Sciences, from 2nd December 2019**

#### **Section 2 – Internship Objectives**

The integrated internships aim to introduce the Student to independent professional activity in the field of social work and guarantee a critical reflection on the knowledge acquired at the University and in the internships under the conditions of supervised practical work. They particularly aim to provide candidates with the skills required to use both scientific findings and professional knowledge in their chosen profession and to incorporate the knowledge acquired during their internships into their professional, supervisory and academic discourse. The occupational role should be reflected in the area of conflict between their professional self-image, societal function and the circumstances of the subjects of the social work. The internship should also provide a transparent insight into the structural and institutional connections between social exclusion and participation in practical social work. The practical challenge of the internship is to develop a professional and reflective approach to handling the ambivalences, contradictions and conflicts of interest involved in practical social work.

#### **Section 3 – Objectives, Scope and Content of the Internships**

##### **(c) Study group internship (module 11):**

###### **Objectives**

- For students to actively shape their new situation at their place of practical learning and training and to reflect on how they establish relationships and take on roles both against the background of their learning biography and against the background of the organisation, the team and the circumstances of the subjects of their work
- For students to develop an ethnographic perspective with regard to the experiences of exclusion and participation, the complexity of life stories, their significance for the development of relationships between genders and generations and the interpretative models of the subjects, as well as to recognise the connection between a case and organisation
- For students to reflect on different discourses on normality in terms of their relevance for their own actions and for self-attribution and attribution by others
- For students to acquire knowledge of different organisational types and organisational cultures and to develop appropriate written and oral forms of address and communication
- For students to use concept development, standards, work descriptions and documentation as professional tools

###### **Content**

- Establishing, developing and maintaining professional working relationships in different fields of activity and settings
- Knowledge of organisational types and cultures, developed concepts, work descriptions, standards and documentation
- Well-founded sociological descriptions and analyses with regard to the living environments and circumstances of the subjects and in terms of social spaces
- Differentiating between professional and subjective interpretative models
- Professional communication in different settings and systems

###### **Absences**

In the case of absences from their internship due to illness, students must catch up on any absences exceeding 16 hours.

#### **Section 5 – Objectives, Content, Training Planning and Scope of the Internship Semester (Module 12)**

##### **Objectives**

- The internship semester is usually completed with the same Internship Host as the study group internship. Under supervision, the Student must complete tasks for the internship host, becoming increasingly independent and responsible as they do so; try to translate this knowledge into action plans; expand their skills and ability to reflect and critically reflect on the knowledge acquired at the University and in the areas of practical work.

##### **Content**

- The process of origin and impacts of social exclusion are a central subject in the field of social work. In accordance with the purpose of social work to establish and guarantee social, economic, cultural, legal and political participation, it is important to recognise the opportunities and limits of participation and make them the subject of the action taken in practice.

In specific terms, this is achieved by:

- gaining more in-depth practical experience and reflecting on the establishment of relationships and development of roles against the background of the societal requirement of social work, organisation, a student's own personality, the team and the circumstances of the subjects of social work
- further developing an ethnographic perspective with regard to the contextual requirements and complexity of life stories and the types of relationship and interpretative models of the subjects
- recognising organisational structures and cultures and thus the connection between organisation and case construction
- developing a dialogue-based approach with regard to the establishment of working relationships, negotiation processes, mediation, cooperation and shaping communication and interaction processes in different settings and roles that generally have hierarchical structures and are characterised by power imbalances
- having knowledge of and reflecting upon one's own value orientation
- using concept development, standards, work descriptions and documentation as professional tools to expand the participation opportunities of the subjects and the freedom of activity of practical social work
- being able to recognise reports, expert opinions, etc. as a constructed 'reality' created by administrative requirements and organisational structures and processes and evaluate their potential exclusionary and stigmatising effects. Furthermore, the students should expand their established knowledge of the relevant German fields of law against the background of state-specific characteristics and based on examples.

### **Training planning**

The internship semester must be carried out based on an individual training plan. This plan will be agreed upon between the degree course in Social Work, represented by the study group leader, and the Internship Host in consultation with the supervisor and the Student and factors in the Student's previous development within the first six weeks of the internship. The plan constitutes a significant tool for the planning and monitoring of the learning objectives and learning process. **The training plan also specifies socio-administrative aspects of the internship and references to relevant legal areas of social work.**

### **Scope**

The internship semester (M 12) normally involves an internship block of at least 688 hours over six months plus a preparation and evaluation Seminar at the home university as well as courses accompanying the internship.

### **Time frame**

The internship semester is normally completed between the fourth and sixth semesters. It usually does not commence before 1st September and ends on 31st March in the following year at the latest.

### **Absences**

In the case of absences from their internship due to illness, students must catch up on any absences exceeding 64 hours.

### **Leave**

The holiday leave is based on the arrangements of the internship host, but a minimum total of 880 internship hours must be worked.

### **Remuneration**

The University expects the bodies responsible for internship hosts to pay students an expense allowance of 650 euros per month during the internship semester.