

## TIPS FOR PREPARING A REPORT OF PRACTICAL TRAINING



- √ Keeping a daily diary is recommended
- √ The report should be written in academic-scholarly form
- √ Description of the institution/facility
  - name, sponsor, place
  - material, financial, legal foundations
  - philosophical and ideological view/orientation
  - social service and social educational goals of the facility
  - addressees (supervisors) of the institution
  - methods and operating procedures of the facility
- √ Compilation of the systemic connections with other facilities, agencies and organisations
- √ Description of the activities during the practical training
  - duties and functions that were undertaken
  - orientation to the setting of goals and to the training plan
  - level of independence
- √ Reflection on the experiences
  - with regard to professional dealings with supervisors
  - everyday work processes/routines
  - unforeseen, critical situations
  - in organisational processes of the institution
  - what is thematically or in terms of content still open or unresolved?
  - concerning teamwork
  - with respect to identification with the profession
  - how did it work out, using the resources of the practical training guide?
  - your own personal evaluation of the practical training
  - Overview: Where do the strengths lie? What was successful for me?
    - Where do the weaknesses lie? What do I still want to work on?
    - What is important for the future?
    - Planning, setting priorities for further training/education

## Guiding Principles for the Evaluation

At the end of the practical training the facility where the practical took place should write out a performance record/evaluation. The following information should be included:



- 1. Address of the practical training location**
- 2. Name and employment designation of the instructor/supervisor**
- 3. Name of the student trainee**
- 4. Precise details about the starting and ending points of the practical training, including absences if applicable**
- 5. A short description of the area of service**
- 6. Type and content of the work activities performed by the trainee**
- 7. Essential outcomes of learning; information about the manner of learning**
- 8. Evaluation**
  - 8.1. Problems – and overcoming them** for example, regarding:
    - Discrepancy between willingness to learn and ability to learn,
    - Tension between theory and practise,
    - Mastering of new situations,
    - Preparation for the practical training,
    - Conditions for learning and working,
    - Dealings with clients, coworkers, institutions.
  - 8.2. Professional Conduct:**
    - Observation, personal contact, empathy and boundary-setting abilities,
    - Resilience/ability to cope with stress,
    - Willingness and ability for cooperation and teamwork,
    - Managerial and organisational abilities,
    - Recognition of problems, critical thinking ability.
  - 8.3. Special abilities, knowledge of the student trainee**
  - 8.4. Special Occurrences**
- 9. Signatures and date**
  - Practical training supervisor(s)
  - Student trainee (for his/her acknowledgement)

# FACT SHEET: PRACTICAL TRAINING REIMBURSEMENT

The Theologische Hochschule Friedensau grants subsidies for travel costs related to practical training that is required to be completed within the course of studies.

The chancellor determines the arrangement of the reimbursement accordingly:

1. The reimbursement is valid for travel from Friedensau to the practical training location and back, as well as for commuter trips between the residence and the respective practical training location.
2. Up to a maximum of 1,500 km (total) will be reimbursed for each practical training course.
3. Reimbursements will be made for
  - Trips using public transportation (2nd class only)
  - Trips using a personal auto: 0.20 € per kilometre
4. The reimbursement amounts for public transportation such as train, bus, airplane (only for training held abroad) may not exceed the total amount of the automobile-kilometre allowance (1,500 km x 0.20€ = 300 €) per practical training session. Please save the tickets and attach them to the request for reimbursement.
5. When possible, the school buses should be used for practical training sessions that take place in the vicinity of Friedensau. As a general rule, car pooling/ride sharing should also be set up if possible.
6. Reimbursements may be applied for with or without using the Record of Travel (Kilometres) form and should be countersigned by the Practical Training Office. The request will be submitted to the Chancellor's Office. Proof of travel, except when using your own personal vehicle, should be attached. The reimbursement amounts will be credited to the student's account.

- PRACTICAL TRAINING -

RECORD OF TRAINING HOURS

Student Trainee.....  
Course of Study.....  
Job Training Site.....  
Practical Training Supervisor.....

Month.....

| Date | Su | Mo | Tu | We | Th | Fr | Sa | Total |
|------|----|----|----|----|----|----|----|-------|
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Month.....

| Date | Su | Mo | Tu | We | Th | Fr | Sa | Total |
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Month.....

| Date | Su | Mo | Tu | We | Th | Fr | Sa | Total |
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Signature of Student Trainee.....

Signature of Practical Training Supervisor.....

Department of Christian Social Work

PRACTICAL TRAINING

RECORD OF TRAVEL (KILOMETRES)

Name.....

Month.....

| Date                                      | Place | Purpose of Travel | Kilometres |
|-------------------------------------------|-------|-------------------|------------|
|                                           |       |                   |            |
|                                           |       |                   |            |
|                                           |       |                   |            |
|                                           |       |                   |            |
|                                           |       |                   |            |
| Total Kilometres                          |       |                   |            |
| Corresponds to <input type="checkbox"/> : |       |                   |            |

Signature of Student Trainee.....

Signature of Practical Training Supervisor.....

Signature of Practical Training Office.....