

Agreement for Practical Training Courses

between Friedensau Adventist University, School of Social Sciences, Department of International Social Sciences

and

Name of the Training Institution
as Training Body

It is agreed upon that

Name of the student

will be provided a place for practical training from _____ to _____

at the following institution _____

with a professional guide Mr. /Ms. _____

Qualification: _____

Category of practical training:

() Practical Semester (8 weeks/300 hours)

The Trainee will be required to complete _____ hours of work per week at the Training Body and be responsible under supervision for certain duties in the field of international social work and social management, development cooperation and disaster mitigation.

The Training Body agrees to guarantee qualified supervision for the Trainee from its own employees. The main Supervisor must have a professional degree in social work or social education. If the main Supervisor has no professional degree he/she must contact and consult the Friedensau Adventist University.

The actual input of the Trainee into the Training Body is to be decided according to the existing conditions of the Training Body keeping in mind the aims of the practical training. For further explanation, given below is an excerpt from the guidelines for practical courses of Friedensau Adventist University.

The guidelines for the practical courses are based on principles of Friedensau Adventist University which intend to develop a wholesome human being with reference to his physical, mental and spiritual faculties. According to this understanding, not only academic but also personal and social responsibilities are to be promoted in the course of study. The students should acquire knowledge and abilities to assume tasks and responsibilities in society. For this a clear conception of ethical, psychological, legal, methodological and social scientific issues are essential which are to be seen in their interdisciplinary relevance. Theoretical knowledge should be continuously related to practical situations in order to develop competence in the application of methods and the ability to decide on an action plan.

The responsibilities of the Training Body include:

- A complete introduction to the institution/ development project/disaster mitigation activities (management-system, rules of the institution, fields of responsibility, educational concepts, methods and aims, duties and rights of the trainee in cooperation with the Training Body).
- Consultations on possibilities of involving the Trainee in the Training Body considering his/her knowledge, abilities and special interests. A working plan should be developed for the Trainee in cooperation with the Training Body.
- Regular discussions with qualified personnel from the Training Body during which questions can be answered and problems resolved.
- Permitting the Trainee's participation in committees.
- Permission for the Trainee to inspect records and administration.
- Reference to literature which promotes the understanding of the practical orientation in social work and social education conducted by the Training Body.
- Intermediate and final evaluation of the Trainee by the Supervisor is to be given as appropriate.

Training Body:

Place Date Signature

School of Social Sciences, Department of International Social Sciences, Friedensau Adventist University:

Friedensau,

Place Date Signature

By his/her signature the Trainee is obliged to fulfill the conditions in this agreement. The Trainee commits himself/herself to follow the technical instructions of the Supervisor. The Trainee acknowledges the content of this agreement as binding.

Trainee

Place Date Signature