

## M.A. International Social Sciences - Internship

### Information sheet

**Internship office:** Dr. Friedegard Foeltz, (306b) ph.: 916-189

**Appointments:** [friedegard.foeltz@thh-friedensau.de](mailto:friedegard.foeltz@thh-friedensau.de)

All **forms** (agreement for practical training and information, including forms for travel expenses reimbursement and working hours) can be found on the homepage of Friedensau Adventist University under Internship Office -> M.A. ISS

### For a successful internship, you need the following:

#### *Prior to the internship:*

- Three copies of the **agreement for practical training** (one for the training institution, one for the internship office, one for you for future reference)

#### *During internship:*

- The **working hours form**, signed by the training institution
- If applicable, the **travel expenses reimbursement** form, signed by the training institution. In that case, all tickets (bus, plane, train, taxi) must be collected and saved and turned in with the reimbursement form after internship.  
(Take both forms with you!)

#### *After internship:*

- A **report** of the practical training
- An **evaluation** through the training institution
  
- A health insurance covering health problems outside Europe (for example, a private one is as low as under 20€, running a full year and taking care of all kinds of costly treatments that may be necessary abroad. You may choose as well only two months coverage, the price might be still the same...

**We wish you a successful and inspiring learning experience!**

# 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.



## 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
4. Trips using public transportation (2nd class only)
5. Trips using a personal car: 0.20 € per kilometre
6. 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 ( $1,500 \text{ km} \times 0.20\text{€} = 300 \text{ €}$ ) per practical training session. Please save the tickets and attach them to the request for reimbursement.
7. As a general rule, car pooling/ride sharing should also be set up if possible.
8. 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.
9. 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

Trainee \_\_\_\_\_

Program \_\_\_\_\_

Job Training Site \_\_\_\_\_

Practical Training  
Supervisor \_\_\_\_\_

Month \_\_\_\_\_

Date	Su	Mo	Tu	We	Th	Fr	Sa	Total

Month \_\_\_\_\_

Date	Su	Mo	Tu	We	Th	Fr	Sa	Total

Month \_\_\_\_\_

Date	Su	Mo	Tu	We	Th	Fr	Sa	Total

Signature of Student Trainee \_\_\_\_\_

Signature of Practical Training Supervisor \_\_\_\_\_



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RECORD OF TRAVEL (TICKETS AND KILOMETER)

Date \_\_\_\_\_

Name \_\_\_\_\_

Month \_\_\_\_\_

Date	Place	Purpose of Travel	Tickets/Km
Tickets/ total km:			
Corresponds to €:			

Signature of Student Trainee \_\_\_\_\_

Signature of Practical  
Training Supervisor \_\_\_\_\_

Signature of Practical Training Office \_\_\_\_\_