

Guideline for internship provider

in the undergraduate programs
Theology / Social Work in intercultural context (TSA)
Theology / Education in intercultural context (TPI)
Theology and Development Studies (TDS)
of the University of Applied Sciences, Bad Liebenzell

The internship semester

The internship semester (PX) is part of the undergraduate programs mentioned above. The program qualifies students for a variety of professions and activities in the undergraduate programs related fields of action in a practical way. In case of TSA and TPI, the internship also meets the requirements for German recognition as a state-recognised social worker or educational specialist and is therefore a compulsory part of the professional qualification.

These guidelines contain basic information on the internship semester and on the requirements of the IHL for the supervision of students. Further details can be found in the regulations for the internship semester. All the documents mentioned here are available on the homepage: ihl.eu/studium/internship-semester/

We are pleased that you guide our students in this time of their education.

Internship agreement

The internship agreement (document) is concluded between you, the student and IHL. We ask students to submit the signed agreement to the university's internship office (until 15.07. or 15.01).

Guidance

You supervise students in an important process of role-finding and professionalisation. Guidance for this purpose is therefore complex and far more than just task assignment. It becomes a mentoring process consisting of very different elements:

- teaching and explaining
- being a role model
- advising and supporting
- Guiding first steps on the job in a benevolent and critical way
- Accompanying, not only supporting in crises and problems
- Acting more as a coach in order to find one's way into the professional role.

Students often tell us that questions, poses to them for personal reflection, have triggered important learning processes in their lives and in their education. Questions will also arise for students in their everyday work. Feel free to ask the student to collect these and bring them to the supervision meetings. For successful mentoring, we recommend that the supervision meetings take place at regular intervals.

From our experience, approximately 45 minutes per week is suitable.

Personal training plan

As a basis for your guidance, we ask you to work out a personal training plan (document) with the student during the first four weeks. This gives you the opportunity to adapt the goals of the internship as stated in the module description, individual goals as well as the form of guidance to your individual work context. This training plan is then submitted by the student to the university's internship office.

Portfolio

The portfolio is part of the student's university performance record. It must be written during the internship and includes the presentation of the field of activity and the reflection of specified given topics. It is helpful if you discuss these topics in the supervision so that the reflection gains depth. Students are provided with the requirements for their respective undergraduate programme.

Further certifications of achievement

The following documents are required for successful completion of the internship semester:

- **Internship certificate** (document)
- Copy of a **Job reference** issued to the student.

These documents are organised by the student on their own responsibility and submitted digitally with the report to the university's internship office. Students have access to the relevant forms for the statement and proof.

Exchange with other students

During the internship semester, mandatory reflection groups take place for the students, which are carried out digitally by the IHL (usually 5 units of 1.5 h). These do not count as working time. We try to offer these units at times that do not fall within the student's working hours. If we are not able to do so, please allow the student to participate anyway.

Working hours

Students work during the internship at the usual working conditions of a 100% employee of their practice place. They can be released for the internship report (30h), the supervision of the IHL as well as holidays. However, a total of 820 hours of pure working time must be completed. Up to 10 sick days (80h) can be credited against this.

Cooperation between the internship provider and the university

The guidance of our students during the internship is entirely up to you. The regulation of costs is also left to your agreement with the students. We welcome it if the students receive a salary.

Once the internship semester has been completed, we will include your organisation in an internal list that will be made available to future students. If you do not wish this to happen, please contact us by email. We are also pleased to publish advertising materials or job advertisements for your institution at the university.

We invite you to support the education of future professionals by making a donation to the IHL. The International University of Liebenzell (IHL) is a Christian, private, state-recognised university. It does not receive any state funding and is financed by tuition fees (max. 45%) and donations.

Thank you sincerely for your commitment to the guidance of students.

Please do not hesitate to contact us if you have any questions or problems.
We look forward to work with you.

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