



Internshipagreement

between

Internationalen Hochschule Liebenzell –
University of Applied Sciences

Heinrich – Coerper – Weg 11
75378 Bad Liebenzell

and

and

1. Scope of application

1.1. This internship agreement applies to the student

Name and student ID number

1.2. The internship takes place from _____ to _____ (5 - 6 months).

2. Rights and duties

2.1. The internship semester is an integrated part of the study program, approved and supervised by the university and completed with an evaluation. The internship site must be suitable for the requirements of the degree program (see the relevant syllabus in the course catalogue).

2.2. The student commits:

- to take full advantage of the training opportunities provided, and to complete 820 hours of work during the internship semester within the usual working hours of the internship site.
- to carefully carry out the tasks assigned within the framework of the training plan.
- to comply with the instructions of the internship site and the persons appointed by it, to observe the regulations applicable to the internship site, in particular work regulations and accident prevention regulations as well as regulations on the duty of confidentiality and data protection.
- to notify the practical training centre and the university immediately of any absence.

2.3. The students are responsible for the assignments and objectives named in the course catalogue as well as for the preparation and submission of a training plan reflecting these. The training plan must be submitted to IHL within the first four weeks after having started the internship.

2.4. The internship site commits to:

- to train the student in accordance with the course catalogue and the internship regulations and to supervise and guide him/her professionally.
- to offer the student space for task planning, reflection on experiences and review of learned theories in regular guidance meetings (recommended weekly 45 minutes).
- to develop a personal training plan with the student within the first 4 weeks.
- to issue the internship certificate (IHL document) and a reference at the end of the internship.
- The mentoring is provided by
full name, job title, function, phone number, e-mail

The practical mentoring is provided by a professional who has a qualification corresponding to an undergraduate degree as well as 3 years of professional experience. The qualification has been submitted to IHL.

OR

In consultation with IHL, the following person with the appropriate proven qualification (see above) guarantees the qualification of the guide:
full name, job title, function, phone number, e-mail

3. Task description and content

Brief and precise specification of the internship and the tasks:

4. Costs

Compensation for the internship

is not provided

is provided to be EUR

A contribution of the student to the expenses for room and board is

not provided for.

provided in the amount of EUR

Students travel on their own responsibility and at their own risk. Internationale Hochschule Liebenzell - University of Applied Sciences (IHL) and Liebenzeller Mission gGmbH as the responsible trustee agency of IHL do not assume any liability for any damages or costs of the students or their relatives. Within Germany, students are insured against accidents during the internship as employees in accordance with section 2 (1) No. 1 SGB VII (German Social Welfare Act) For this purpose, they must be registered with the relevant accident insurance provider by the respective internship provider. In the case of an internship abroad, statutory accident insurance does not apply IHL has advised its students of the travel and safety instructions of the German Federal Foreign Office and expressly advises them not to travel to countries with partial travel alerts or travel alerts. IHL has advised its students to obtain contact information for German missions abroad through the German Federal Foreign Office and to register through the Electronic Registration of Germans Abroad. Students were required to attend the seminar "security and safety aspects during a semester abroad" - Course B2001. IHL has advised its students of the need for a health insurance abroad.

Student

Internship site

Careet & internship center IHL

Place, date, signature

Place, date, signature

Place, date, signature