

## Individual training plan for the internship semester

Internationale Hochschule Liebenzell - University of Applied Sciences, Bad Liebenzell

**Student name and Student ID number:**

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**undergraduate program:**

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**period of internship** from \_\_\_\_\_ until \_\_\_\_\_

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This training plan contains all course objectives specified in the course syllabus for the internship semester in terms of professional expertise and skill set and ensures that opportunities are provided to achieve these. The training plan should therefore not represent a Timetable, but rather open up the student's fields of learning at the internship site.

**Individual training plan:**

Internship site:

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Place, date, signature, company stamp

Student:

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Place, date, signature

## Attachment (please delete before printing)

### Internship Regulations §7 Individual Training Plan (old internship §11)

- (1) At the beginning of the practical semester, the supervisor shall draw up an individual training plan together with the student. This plan regulates the individual objectives and contents of the internship semester, their chronological sequence, and the form of practical guidance.
- (2) The basis of the individual training plan are the learning objectives of the internship semester specified in the respective course syllabus.
- (3) The individual training plan is submitted to IHL for information immediately after the start of the internship, but after four weeks at the latest, with the signature of the internship supervisor and the student.
- (4) The individual training plan is a component of the internship agreement in accordance with § 10 of these regulations.

#### Example of a draft of a training plan:

- provide for 1 professional supervision per week, each 45 minutes.
- in addition: participation in weekly team meetings, monthly peer consultation.
- participation in committees is planned: focus groups, ...
- it is also planned that the intern will spend one day of observation in the neighboring/ superordinate/ competing department...
- provide for a meeting with the executive director/ administrative director ...

**1st/2nd month** Getting to know the workplace..., the institution...  
Becoming familiar with the target group and the specific tasks of the position...  
Developing an independent job description and determining the focus of the job...

**3rd/4th month:** getting to know and applying professional actions such as...  
creating...  
familiarization with tasks..... increasingly working independently in areas of...  
independent design of/ project task...  
In-depth examination of the area of organization/conceptualization/individual case  
assistance/presentation/resourcing/... observing y

**5th/6th month:** Deepening

**23.-24. week:** Evaluation phase...

As concise as possible: short but meaningful.