

Internship Regulations

for the undergraduate program

Theology/Social Work in intercultural contexts and

Theology/Education in intercultural contexts

As amended on June 16, 2021, and approved by the university senate on March 22, 2023.

§1 Scope

The internship regulations for the undergraduate program in theology/social work in intercultural contexts (TSA) and theology/education in intercultural contexts (TPI) regulate the goals, content and course of internships.

Part 1 Internships in General

§2 Objectives and Content of Internships

- (1) Internships are an integrated, supervised component of the degree program that is completed with an evaluation. They are regulated in courses and are evaluated with "pass" (ungraded) after completion of all related performances.
- (2) The purpose of practical training is to ensure that the students
 - get to know the conditions that determine the respective practical field;
 - have the opportunity to practice professional action within given limits, which is characterized by independent action and limited responsibility;
 - learn to apply the acquired skills and abilities in accordance with the respective target group.
- (3) The practical activities are carried out under professional guidance within the framework of regular guidance discussions. In this process,
 - students are given space to plan tasks and reflect on their experiences;
 - students are given the opportunity to review their theoretical knowledge and critically rethink their personal value systems;

- students learn to reflect on their practical experience gained in one subarea in order to enable transfer to other subareas.

(4) Students reflect on their internship in a report.

§3 Internship Site

- (1) The internship site must be suitable within the framework of the integrative education of the respective major.
- (2) The internship sites are selected in consultation with IHL. Within a period to be determined before the start of the internship, the students must name an internship site which they wish to complete their internship at. Appropriate recognition from IHL must be available for the internship before it begins.
- (3) By signing the internship agreement, the internship sites declare their willingness to train the students in accordance with the objectives stated in § 2 and to provide the students with the knowledge, skills and professional experience required to achieve the learning objectives formulated in the undergraduate course catalogue.
- (4) A change of the internship site during the internship can be requested at the course supervisor. If possible, a statement from the previous internship site should be enclosed with the application. The course supervisor decides each case on its own merits.

§4 Cooperation between Internship Site and IHL

- (1) IHL cooperates with the respective internship site in all essential matters concerning the practical training of the students.
- (2) IHL monitors the students' internship and can inform itself about its progress by contacting the internship site and possibly visiting the placement site.
- (3) There is an exchange of experience and knowledge between IHL and the internship institutions.

§ 5 Internship Committee

- (1) As a rule, IHL convenes a working group once per academic year, including representatives of the respective employment sector, a member of the university administration, one or more employees of the student services division (SLG) and at least one representative of the student body.
- (2) The goal of the internship committee is to,

- facilitate an exchange of experience and knowledge between the university and the internship sites, and to
- discuss fundamental questions of the practice-theory network as well as perspectives of cooperation.

§6 Liability

- (1) Students travel to and from the internship site and stay there at their own risk. IHL and Liebenzeller Mission gGmbH as the trustee agency of IHL do not assume any liability for damages or costs of any kind of the students or their relatives.
- (2) In the case of an internship abroad,
 - students are required to attend the course section "Security" of course B2001 "Organizing a Study Abroad Semester";
 - IHL advises students to obtain the contact details of German missions abroad via the German Federal Foreign Office and to register with the "Electronic Registration of Germans Abroad" (ELEFAND);
 - IHL expressly draws students' attention to the travel and security advisories of the German Federal Foreign Office and advises against travel to countries with partial travel warnings or travel alerts;
 - IHL draws the attention of IHL students to the need for health insurance abroad and, if necessary, accident insurance.

§7 Responsibility within the University

- (1) The course supervisors have the subject supervision to the involved internship courses.
- (2) The actual lecturer of the internship course is responsible for the organizational handling of the internships as well as for the implementation and review of the requirements specified in these regulations and the respective course syllabuses. The actual lecturer does this under the supervision of the course supervisor and in cooperation with the university administration.

Part 2 Amendments for the Internship Semester

§8 Structure and Scope of the Internship Semester

- (1) As a rule, a mandatory internship semester must be completed in the fifth or sixth semester. The course-specific internship semester is regulated in the syllabi of B2601 (TPI) and B2602 (TSA).

- (2) During the internship semester (5-6 months), students must complete 820 hours of work. In this context, they shall work the full working hours customary in the collective bargaining agreement at the internship site. If working days are demonstrably missed due to illness or other compelling reasons, days of absence exceeding ten working days (80 h) must be made up.
- (3) During the practical training as part of the internship semester, students remain members of IHL with all rights and obligations.

§9 Internship Sites

In addition to the prerequisites mentioned in § 3, the following applies for the recognition of a practice site for the mandatory internship semester:

- (1) In the national track of the respective program, the internship semester can be completed in Germany or abroad. In the international track of the respective program, it should be completed abroad in accordance with the intercultural orientation or take this aspect into account in another suitable way. Proof of the required language skills must be provided.
- (2) Practical guidance is provided by a professional who has a qualification equivalent to an undergraduate degree and at least 3 years of professional experience and who has worked in the field of work of the internship for at least 1 year. In the TSA degree program, the supervision should generally only be provided by the student's own profession as a state-recognized social worker.
- (3) In justified exceptional cases, especially in the case of an internship abroad, practical guidance can be provided by a professionally qualified and experienced person without an undergraduate qualification in consultation with IHL. The prerequisite for this is that a professional from IHL or from the environment of the practice site with a completed undergraduate degree maintains contact with the internship mentor and the student and confirms that the mentorship is guaranteed on site.
- (4) For the recognition of a practice site, the IHL career & internship center examines the professional and content-related profile of the site. For this purpose, the student must submit a job description in accordance with the course syllabus as well as proof of the qualification of the internship supervisor to the IHL career & internship center. Already recognized internships are listed in a job list accessible to the students.
- (5) The internship site concludes an internship agreement with the student and IHL (§ 10) and draws up an individual training plan with the student (§ 11). At the end of the internship semester, the internship site issues a certificate of internship, a confirmation of the rendered internship and a statement on the written internship report (§ 12) of the student.

§10 Internship Agreement

- (1) The internship site and the student conclude an internship agreement in agreement with IHL before the start of the internship semester.
- (2) The internship agreement regulates the rights and obligations of the students, the internship site and IHL during the internship.

§11 Individual Training Plan

- (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.

§12 Internship Report

- (1) In the internship report, the student analyzes and reflects on his or her own internship behavior and draws conclusions from it. Students are given criteria appropriate to their academic program, which must be fulfilled in terms of content in order for the report to be accepted
- (2) The report is to be submitted to the course supervisor two weeks after completion of the internship semester.
- (3) The internship supervisor confirms its content in a statement.
- (4) On the basis of the report and the statement of the internship center, the responsible lecturer conducts an evaluation discussion with the student.

§13 Recognition of the Internship Semester

- (1) Prerequisites for the recognition of the internship semester are:
 - confirmation of the internship periods completed by the internship site;
 - the submission of a certificate from the internship site stating that the internship semester has been successfully completed;
 - the submission of the internship report, the statement of the internship site as well as the presentation of the internship semester at IHL;
 - participation in the reflection units specified in the respective course syllabus as well as in an evaluation discussion or colloquium.
- (2) After all requirements have been met, the course supervisor will approve the course and it will be graded as "Passed".
- (3) If the internship semester is discontinued, the IHL career & internship center will check whether the hours completed are sufficient as a basis for the report, the presentation and the reflection groups. If this can be assessed as sufficient, the missing hours can be completed at other locations that have been examined by the career & internship center and assessed as suitable.
- (4) If the internship semester is not recognized, the examination board will decide whether it must be repeated or can be supplemented by other achievements.
- (5) According to the course syllabus B2601/B2062, 30 ECTS units are awarded for the internship semester.

§13 Effective Date

These regulations come into force on March 22, 2023.