

INTERNSHIP CONTRACT

for the **State Accreditation Module** in the Bachelor's Programme in **Early Childhood Education and Family Studies** at Hochschule Düsseldorf – University of Applied Sciences.

between the internship provider

Institution's name: _____

Street, number: _____

Postcode/town: _____

Telephone: _____

Email: _____

Webseite: _____

and the student

Student ID number: _____

Last name/first name: _____

Date of birth: _____ Place of birth: _____

Street, number: _____

Postcode/town: _____

Telephone: _____

Email: _____

SECTION 1 Duration of the Internship

The internship comprises ☐ 640 or ☐ 320 hours.

Weekly worktime is _____ hours on _____ days per week.

The internship
starts on _____ and ends on _____. Number of weeks: _____

SECTION 2 Areas of Activity / Tasks / Work Contents

The following areas of activity are foreseen for the student:

Tasks are as follows:

1. Familiarisation with the institution's everyday operations:
 - Routine, structure, work patterns
 - Working with individuals and groups (children/families/other addressees of the institution)
 - Diversity of educational situations
 - Working with parents/reference persons/families/multipliers/cooperation partners of the institution
 - Organisational procedures/management and office tasks
 - Working in a team/team meetings
 - Handling difficult situations
2. Recognising and understanding the concept and objectives of the respective institution, with a focus on:
 - Mission
 - Engagement with the concept
 - Areas of educational work
 - Insight into quality development
3. Acquisition of practical and educational competencies:
 - Establishing a relationship to children and adults that fosters development
 - Supporting children/families in a wide variety of contexts that foster development (e.g. free play, everyday situations, targeted activities, projects, excursions, special events in the social space)
 - Professional relationship building (establishing contact, proximity and distance, encouragement and consistency, esteem)
 - Gradual assumption of additional responsibilities within the framework of the respective institution's specific tasks and objectives

4. Observation and documentation of educational and developmental processes:

- Targeted observation of a child/family/reference person throughout the duration of the internship with corresponding documentation (either in accordance with a documentation system already in place at the institution or another system)

5. Insight into the didactic planning and realisation of educational situations in the institution's everyday operations:

- Formulation of educational and parenting goals for children/families/other addressees of the institution
- Planning of concrete activities
- Involvement of children/adults/families
- Analysis and support of educational processes (in the sense of a broader understanding of education) among children/families/other addressees of the institution (everyday context, situational context)

6. Implementation of a student project

Alongside their other tasks, students work in greater depth on their own project/question.

Decisions on the choice of project/question are to be derived from the observations made/needs analysed with regard to the institution's addressees and made in consultation with the instructor. Didactic planning is based on planning at the respective institution (e.g. projects at the institution, annual plan) or on a specific area (e.g. language, physical exercise, natural science). The didactic unit has its roots in the (life) situations of the children/families and their educational issues. The intern puts into practice his/her own professional approaches in consultation with the respective instructor at the institution. The work plan is prepared and documented in writing.

The main components are:

- Observation and documentation
- Systematic analysis of the situation and the general circumstances
- Draft didactic plan
- Implementation
- Evaluation
- Criteria-based reflection on project objectives, planning and implementation

SECTION 3 Obligations of the Contractual Partners

(1) The **student** shall undertake to:

1. Make use of the training opportunities offered.
2. Perform the assigned tasks with due diligence.
3. Comply with the instructions issued by the internship provider and its representatives.
4. Observe the regulations applicable for the internship provider, in particular working hours, labour regulations and accident prevention regulations, and rules on duty of confidentiality.
5. Inform the internship provider immediately in the event of illness. As a rule, a medical certificate must be presented to the internship provider no later than the day following the third day of the student's incapacity for work.

(2) The **internship provider** shall undertake to:

1. Deploy the student in such a way that he/she has an opportunity, in accordance with a suitable Learning Agreement set down by the internship provider, to become acquainted with professional activities in institutions in the field of **Early Childhood Education and Family Studies**.
2. Appoint a professionally qualified person as the student's instructor.
3. Release the student to participate in courses at the Faculty of Social Sciences and Cultural Studies in parallel to the internship.
4. Issue a certificate after the end of the internship on the nature and scale of the tasks undertaken as well as whether the internship was completed successfully. Insofar as 640 hours are attested but not the successful completion of the internship, the internship provider will justify this separately.

SECTION 4 Remuneration

Monthly remuneration is _____.

SECTION 5 Instructor

The internship provider assigns

Ms/Mr _____

Academic qualification _____

as the student's instructor. He/she is at the same time the contact person for the student and faculty staff for all matters concerning this contractual relationship.

SECTION 6 Supervision by HSD

The Faculty of Social Sciences and Cultural Studies shall assign a supervisor for the student. The internship provider shall enable the student to participate in meetings with his/her supervisor.

SECTION 7 Legal Status during the Internship

- (1) The student remains a member of Hochschule Düsseldorf – University of Applied Sciences during the internship.
- (2) The student is not employed in the framework of a training relationship within the meaning of the Vocational Training Act when completing the internship referred to in Section 1.
- (3) The student is insured against accidents via the internship provider during the internship (during working hours, travels made for work purposes and way to and back from work) referred to in Section 1:

☐ Yes ☐ No

- (4) It is recommended that students have their own liability insurance, unless the risk of liability is covered by insurance taken out by the internship provider.

SECTION 8 Contract Administration

Three identical copies of this contract shall be signed by all the parties involved. The student and the internship provider as contractual partners as well as HSD, which is responsible for approving the contract, shall receive and retain a copy after all signatures have been provided.

SECTION 9 Termination of the Contract

- (1) The contract may be terminated prematurely:
 - 1. By both parties through termination without notice for a compelling reason (Section 626 German Civil Code).
 - 2. By the student following consultation with the supervisor with a period of notice of four weeks in the event of major changes to his/her areas of activity according to **Section 2** or changes to the student's own study or training objectives.
- (2) Termination of the contract shall be declared in writing, stating the reasons, and the International Relations Office of the Faculty of Social Sciences and Cultural Studies shall receive a copy immediately.

SECTION 10 Further Agreements

Further agreements concerning the internship shall be made in writing.

INTERNSHIP PROVIDER:

.....
(Internship provider's signature and stamp)

.....
(Date)

STUDENT:

.....
(Student's signature)

.....
(Date)

THE CONTRACT IS APPROVED IN ACCORDANCE WITH SECTION 6 (2) OF THE
INTERNSHIP REGULATIONS.

.....
(Signature and stamp of the International Relations Office)

.....
(Date)

Approval of the internship contract does not include confirmation of the examination requirements for completion of the PR module.