Appendix 3

Recommendations: Assessment of internship
(Course of studies Bachelor of social work, 4th Semester, University of Applied Sciences Potsdam)

Structural recommendations for internship assessment:

Personal information on the internship, please include:

• first name and last name of the student
• Beginning and end of the internship
• Period of assessment

Explanation on learn and task fields:

• brief description of working fields
• brief description of duties
• description of learning objectives
• remarks on deviations from the training plan

Assessment of the trainee in terms of:

• Knowledge and skills and translating them into practical action
• Ability and willingness to receive and process information
• Relationship with clients, dealing with individuals and / or groups
• Ability to identify, classify and evaluate problems
• Development of solution concepts and alternatives to reach goals
• Access to strategic concepts and methodological structure for its implementation
• communication skills (oral and written)
• identifying and understanding of conflict situation
• comprehend and assess of life situations
• Ability to recognize and develop support opportunities
• Ability to develop solutions to problems involving consequences
• methodical approach
• Dealing with statutory provisions and correspondence with government agencies, internal and external correspondence
• capacity to accept criticism
• Cooperation skills with colleagues / fellow, instructor / trainer, with staff in the agency and other cooperating institutions
• Professional identity and attitudes to work
• Degree of self-reliance in the determination of learning goals
• Learning steps taken by the trainee and learning steps in the future
• What should the trainee improve (attitude, knowledge, skills)?

The final summary of the assessment should lead to the statement:
"The internship was completed successfully according to training plan and learning goals -
or not completed successfully"