

Agreement for The Field Placement

Course of studies Bachelor of social work, 4th Semester,
University of Applied Sciences Potsdam, FH

between

The agency

represented by

Ms./Mr.

and the University of Applied Sciences Potsdam (Fachhochschule Potsdam)

and the trainee

Ms. / Mr.

Address

day of birth

place of birth

student number

start of studies

The subject of the placement/

internship is the following

Name and profession
of the supervisor _____

Guidance during field placement has four aspects

The teaching aspect focuses on imparting knowledge and helping the student to apply theory in specific practical situations. The counselling aspect focuses on systematically giving incentives to reflect upon field work. The administrative aspect focuses on locating socio-pedagogical objectives in their organisational and legal context.

The evaluative aspect focuses on describing the student's learning process during field placement and evaluating it with regard to the aims of the specific placements.

§ 1 Training Agreements

1. A The field agency is prepared to

Train the student

from _____ to _____ five days a week, for a total of 800 hours. The daily working time should not exceed 8 hours. Overtime should be compensated.

- To create together with the trainee a common training plan.
- Transfer tasks to the trainee to reach the goal of the internship.
- To facilitate participation in the accompanying courses and supervisions
- To facilitate visits for FHP teachers to meet the trainee at the workplace
- Write out a certificate for the student after completion of the field placement and after evaluation of the student's field work report.
- Inform the student about her/his rights as well as her/his duties.
- Discuss emerging problems without delay and, if necessary, contact Fachhochschule Potsdam, given the student's consent.

2. B The student is expected to

- Present a letter of confirmation approving the particular placement by the agency
- Follow the instructions of the agency and its employees
- Carefully carry out all tasks assigned to he/him
- Make use of all training opportunities available at the agency

- Observe the agency's rules and regulations
- Respect professional secrecy on matters the student will have come to know and which, due to their nature are to be treated confidentially, or which explicitly warrant confidential treatment. Secrecy is to be observed even beyond the placement
- Write a report on the placement in due time (immediately after completion of the internship), which is to be presented to the student's supervisor at the agency for evaluation.
- Notify her/his absence to the agency and, in case of sick-leave, present a medical certificate after the third day.
- Submit a written statement of (un)successful completion of the internship at a total of 800 hours at the end of the internship as follows: **"The intern has (not) successfully completed the 800 hours internship in accordance with the training plan and the learning objectives at (name of the field agency) from DDMMYYYY to DDMMYYYY."**

§ 2 General Information

The field placement is an integral part of the course of study. It can be undertaken in any existing agency in the field of social work/social pedagogy being approved by the Field Placement Office of Fachhochschule Potsdam (FHP).

Throughout the placement, the student remains enrolled at FHP. During field work, the rules of the agency as well as the Study, Examination and Field Placement Regulations of FHP are the guidelines. No financial compensation or vacation is expected (thereby not ruling out individual agreements otherwise). The student is covered by an accident insurance during her/his field placement. The student has been advised to take out a liability insurance, unless she/he is covered by the agency's insurance.

IMPORTANT

In case of problems or conflicts between the agency and the student, FHP teachers involved or the Field Placement Office (Kati Schröder kati.schroeder@fh-potsdam.de Phone 049/331 580 1102) are to be notified without delay.

Three identical forms of this agreement have been issued, one to be handed out to the agency, the second one to be kept by the student, and the third one to be sent to the Field Placement Office.

place

date

Signature and stamp of the agency

Signature of the student

Signature and stamp of the Fachhochschule Potsdam

Stamp of the field agency

Training Plan - Course of studies: Bachelor of social work at University of Applied Sciences Potsdam (FHP)

name of trainee
oder
student number

start of studies

field placement

address

phone

e-mail

name of the agency

place of use for the trainee

address

phone

e-mail

name of the supervisor

phone

e-mail

Short description of the place of use:

(Please attach detailed information.)

Description of the learning goals with practical examples

(such as working tasks)

orientation phase

main phase

(Detailed description of the project or research assignment to be carried by the trainee independently.)

final phase

design of the instruction and learning process

the training plan was developed by

date / signature instructor

date / signature trainee

authorized by the University of Applied Sciences Potsdam

Date / signature – Internship Office of the University of Applied Sciences Potsdam (FHP)

Fachhochschule Potsdam
University of
Applied Sciences

**Fachbereich Sozial- und
Bildungswissenschaften**

[Matthias Schreckenbach](#)
Dipl. Sozialarbeiter/-pädagog, (M.A.) Sozialmanagement /
Prodekan für Studium und Lehre des FB Sozial- und
Bildungswissenschaften / Studiengangsleitung Basa
Präsenz / komm. Studiengangsleitung Master
Sozialmanagement / [Praktikumsbeauftragter](#) / Transferlabor
FB1-Praktikum

Kiepenheuerallee 5
14469 Potsdam
Tel. 0331/580-1133
matthias.schreckenbach@fh-potsdam.de



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 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 must state:

The intern has (not) successfully completed the 800 hours internship in accordance with the training plan and the learning objectives at (*name of the field agency*) from DDMMYYYY to DDMMYYYY.

The Confirmation of the 800 hours during the internship must be done in writing.