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.