

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