

# Internship Contract

**for the integrated internship during the program of study “Bachelor of Arts in Education in early childhood”**

between \_\_\_\_\_

(subsequently named place of employment)

and the

University of Applied Science Potsdam, Faculty of Social Sciences  
represented by the bureau for internship

and

Mr./Mrs. \_\_\_\_\_

born on: \_\_\_\_\_

in: \_\_\_\_\_

(subsequently named student)

the following contract will be agreed on:

## §1 Duties of the contracting parties

(1) The place of employment obligates itself to employ the student from \_\_\_ to \_\_\_\_, according to the guidelines and educational goals of the internship rules for the practical work within this program of study of the University of Applied Science Potsdam, which are in particular

1. to provide the student with tasks, which employ certain modules that are part of the study- and examination rules and the internship rules of this program of study.
2. to assure the student technical as well as professional guidance.
3. to develop jointly an internship schedule.
4. to facilitate the student the attendance to certain necessary courses and supervisions.
5. to provide opportunities for the full-time teacher of the University of Applied Science Potsdam to follow his/her responsibility of mentoring the student at the place of employment.
6. to prepare a written evaluation of the internship for the student and to send another to the bureau of internship.

(2) The student obligates himself/herself to follow the rules and regulations set by the place of employment, to write an internship report and to attend the necessary events organized by the university and supervisions.

(3) The University of Applied Science Potsdam obligates itself to accomplish the rules and regulations according to the intership rules, in particular to support and coach the student by the preparation, execution and analysis of the internship.

## §2 Costs

This contract does not justify any claim for a reimbursement of costs born by the completion of this contract through the place of employment.

### §3 Practical instructor

The place of employment appoints

Mr./Mrs. \_\_\_\_\_

as a representative for the mentoring/supervision of the student during the period of internship.

The University of Applied Science Potsdam appoints

Mr./Mrs. \_\_\_\_\_

as a representative for the general execution of the internship. Another functional mentoring teacher can be appointed by him/her according to the practical tasks at hand.

### §4 Vacation

During the internship period no vacation is granted to the student. In exceptionally justified cases a short leave of absence is allowed.

### §5 Sick leave / Illness

In case of illness, a medical certificate has to be presented to the university, represented by the bureau of internship. The place of employment has to be informed by the student. A copy of the medical certificate then has to be given to the place of employment.

### §6 Cancellation

Within the first week of the internship the student has the right to cancel the contract and change the place of employment without any statement of reason. In the same timeframe the place of employment and the university have the right to cancel the contract without any statement of reason. After the first week a change of place of employment is only possible in exceptional cases and after consultation with the university, represented by the bureau of internships.

### §7 Insurance

During the internship period the student is insured for accidents according to the German "Sozial Gesetzbuch VI". In case of an accident a notice of accident has to be delivered to the University of Applied Science Potsdam. The third party liability risk of the student is/is not covered by the general liability insurance for the period of validity of the contract. (please strike out non appropriate)

As long as the place of employment has no liability insurance coverage exists, it is agreed on that the student is not liable for small and medium negligence.

§8 Miscellaneous

An employment contract is not originated by this contract.

Place, date \_\_\_\_\_

Place of employment

University of Applied Science Potsdam  
Faculty of Social Sciences

Student