Information for institutions offering practical semesters

Bachelor of Education

Dear colleagues,

Students of Education carry out practical experience in many institutions providing social work and adult education and training. We have compiled this information sheet in order to make it clear which tasks arise for the institutions offering practical experience and for the Institute of Education - and how they are coordinated. Because - although the students are often able to work highly independently, sometimes supporting staff and easing the institution’s workload - as students, they require instruction and support in a number of ways because they are still on the road to qualification.

1. Framework agreement

In the Bachelor of Education at the University of Tübingen, students in their fourth semester carry out a practical phase aimed at raising their competence in their chosen field. The students select an area for this (social work/social pedagogy or adult education/training). Practical experience is therefore an important part of obtaining deeper knowledge of their chosen fields. Practical experience usually consists of a 4 to 6 month internship of at least 600 hours. It may be carried out in periods of at least 6 weeks in the same institution. A combination of part-time and full-time phases is possible. The time structure is normally in line with the relevant full-time work, as concretely organized within the institution.

2. Admission to practical work and planning of practical semester

For approval of practical work, we ask that you fill out a form ("Steckbrief") outlining the job. We will give it to the student to pass on to you. The student will also come to you with a framework plan. We request that you discuss and agree on this with the student - preferably
at your first meeting. The plan can be updated if necessary during the course of the practical work.
The student will need you to provide a qualified certificate at the end of the practical work so that he/she has proof of it. It must include: Student’s name, period in which practical work was done (dates from... to...), hours worked (at least 600 in total), your stamp and signature.

3. Duties and goals of practical work

In carrying out their practical work, students are meant to not just gain experience in one practical area; they are meant to get as broad as possible an insight into other areas at the place of work. Given that they are studying social work, it is good for the students to get an idea of the scope of tasks, in other services as well as in the socio-political field. So particularly with an eye to adult education and training, we encourage students to look around them into networks, into other further-training services, and into the broader fields of education and social services. To become accustomed to the different ways of dealing with people and the jobs associated with them, it is desirable that students experience various approaches to the work within the team at the place of practical work.

So that the student can develop competence, he or she should be permitted to work as independently as possible in line with his/her ability and interests - following a period of training and familiarization agreed with the person in charge.

4. Duties and options available in supervision

Usually the place of work is able to offer professional supervision by appropriately qualified employees (with degrees in social work/ social education; adult education/training; child care; or other degrees in sociology or psychology).

If however the supervising person is from another discipline (e.g., law, architecture, economics) and does not have any additional qualifications specific to this task, we request that you clarify the matter of supervision with our relevant office (Praktikumsbüro).

Our many years of experience have shown that it makes good sense to set dates for meetings between the supervisor and the student in practical work to enable a regular flow of information, enquiries and reflections. Particularly when it comes to tasks they must complete independently, the students need you to be open to discussion before and after. Within the framework of supervisory talks, the student should be given the opportunity to discuss parts of the report on his/her practical work. Furthermore, the student should be allowed to participate in case conferences, departmental and team meetings; his/her inclusion in team supervision may also be desirable.

If conflicts arise between the team or the office and the student, please seek an internal resolution first and foremost. Naturally you may also call upon teachers at the Institute and specifically on members of the Praktikumsbüro for clarification.
5. **Duties of the University**

The Institute’s Praktikumsbüro provides students with preparatory information and organizational assistance. Your contact person here is Dr. Mirjana Zipperle. You can contact us by phone at: ++49 7071 2974386 or email us at: praktikum.paed@uni-tuebingen.de. Our office hours and further information may be found on our website: http://www.erziehungswissenschaft.uni-tuebingen.de/studium/praktikumsbuero.html.

The Institute holds colloquia specific to each area both before and after the practical work; they are conducted by the teachers of the various sections on the core areas of their discipline. These meetings are used for discussing the experience gained during practical work - comparing it, reflecting upon it, and linking it with theoretical knowledge taught. You may of course contact these teachers via the students or the Praktikumsbüro.

Practical work placements are a vital part of our Bachelor's degree program - therefore, participation by each student in two colloquia is necessary and compulsory. If these classes take place within the period of practical work, we request that you release the student from work obligations to enable his/her participation in the colloquium.

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