



## ***Information for Internship Providers***

### ***-Bachelor of Education-***

Dear Sir or Madam, dear colleagues,

Interns who study within the degree program of Education Sciences and Social Work typically do their internships in institutions of Early Childhood Education. We have put together this document for you to explain the tasks involved for the internship providers and the Institute of Education Sciences, and how these tasks are coordinated. This might be useful because even though our interns can already work and act very independently and thus potentially add to full time staff and support the institution, however they are still students who need guidance and support.

#### ***1. Framework Guidelines***

In general, students enrolled in the Education Science and Social Work Bachelor's degree programs at the University of Tübingen complete an internship during their fourth semester to acquire professional skills. The internship should match the area of Early Childhood Education. Furthermore, the internship is a key element in enhancing the students' knowledge and skills in the chosen field of study. Students generally complete an internship over 6 months with a minimum of 810 working hours, which may also be divided into two periods with a minimum of 6 weeks at the same institution. For more flexibility students may also combine part-time (at least 20h per week) and full-time work.

Usually working hours are based on the applicable working time regulation for full-time employees at the respective institution.

## **2. Authorization of Internship Providers and Internship Planning**

For the approval of an internship we ask you to fill out the "Internship Specifications" the students will provide for you ("Steckbrief" form). Furthermore, the interns will present to you a basic internship schedule we ask you to discuss with the intern and, if necessary, revise during the course of the internship.

As proof of completion of the internship, the student will need a qualified certificate which states the name of the intern, the internship period, the total number of working hours (min. 810 hours), as well as an official stamp and a signature.

## **3. Aims and Objectives of the Internship**

The internships aims for students to gain broad and comprehensive experience in the field of Early Childhood Education. Regarding the specialization in Social Pedagogy/Social Work, it is therefore desirable to provide the intern with an insight into leadership, external tasks, other services, and the socio-political environment. It is crucial for the interns to experience different approaches and work styles within the team to enable them to deal with various ways of interacting with people and to act appropriately.

In order to acquire relevant skills the intern should – after a familiarization period that has been mutually agreed on between the intern and the instructor – work as independently as possible in accordance to individual knowledge and preferences.

## **4. Instructors' Tasks and Options for Guidance and Supervision**

During the internship, students must be offered professional guidance by qualified staff, holding a degree in Social Work/Social Pedagogy, preschool teacher training, or other relevant qualifications.

Please consult the Internship Office to clarify the matter of supervision if the supervisors are qualified in other fields (such as legal, architecture, or business administration) and have no additional specific qualification.

Regular fixed appointments between supervisor and intern are an integral part of the internship. They provide an opportunity for information exchange, inquiries and reflections on a regular basis, in particular where interns work on projects autonomously. During such appointments interns should be given the opportunity to discuss parts of their internship report.

Interns are expected to participate regularly in team meetings, case discussions, and official briefings as part of their internship. An involvement in supervision sessions would be desirable.

For any conflicts that may arise between the team or internship provider and the intern an internal resolution should be sought first. Of course, the parties involved in the conflict may also consult the Institute's teaching staff and in particular the councilors at the Internship Office for possible solutions.

## **5. Duties of the University**

The Institute's Internship Office provides students with preparatory information and organizational assistance. Your contact person is Dr. Mirjana Zipperle. You may contact us by phone at 07071/2974386, or by email at [praktikum.paed@uni-tuebingen.de](mailto:praktikum.paed@uni-tuebingen.de). You will find our office hours and further information on our homepage under:

<https://uni-tuebingen.de/en/faculties/faculty-of-economics-and-social-sciences/subjects/department-of-social-sciences/education-sciences/study/internship-office/>

The Institute of Education Sciences holds colloquiums specific to each area of study both before and after the internship; teaching staff offer the colloquiums. The colloquiums are used to prepare students for their individual internships, and to give them the opportunity to share and reflect on their experiences and to link those experiences with theoretical knowledge in a systematic way. You may of course contact members of the teaching staff via the interns or the Internship Office.

Internships are an integral part of our Bachelor's degree program; therefore, participation in two colloquiums is compulsory for each student. If such colloquiums take place during internship working hours, we ask you to release the intern from work obligations to enable their participation.

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