



Information for Internship Providers

Bachelor of Arts Education Sciences and Social Work/Adult Education-

Dear Sir or Madam, dear colleagues,

Interns who study within the degree program of Education Sciences and Social Work/Adult Education typically do their internship in different social institutions and in adult education and further 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/ Adult Education 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 student's chosen area of specialization in the study field of Social Pedagogy/ Social Work or Adult Education/Further 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 4 to 6 months with a minimum of 600 working hours. For more flexibility students may also combine part-time 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. 600 hours), as well as an official stamp and a signature.

3. Aims and Objectives of the Internship

The internship aims for students to gain broad and comprehensive experiences not only in their field of specialization, but also in other areas of operation at the respective institution. Regarding the specialization in Social Pedagogy/Social Work, it is therefore desirable to provide the intern with an insight into external tasks, other services, and the socio-political environment. In the study field of Adult Education/Further Education, we suggest that interns be provided accordingly with an insight into networks, other further education-related services, and the educational and 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, Adult Education/Further Education, preschool teacher training, or other relevant qualifications.

Please consult us at 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. 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; the colloquiums are offered by teaching staff of the respective area of study. 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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