

Confirmation of person completing work placement

Approximately 2/3 of the student's work placement should consist of work-related tasks, while 1/3 can consist of courses (key qualifications). If the student wishes to credit his/her work contract (student assistant/student trainee) as a work placement, the student has to give evidence in form of a timetable stating that he/she has completed at least 27 days of qualified work.

Practical tasks related to sociology

The internship is completed in the following professional field: _____

The student

can apply empirical methods and/or handle methods of qualitative and/or quantitative social research in the broader sense of the work (i.e. questionnaires, observation, interviews, preparing, executing and/or evaluating focus groups, preparing data for analysis, analysing videos and documents, putting results into writing, generating charts).

AND/OR¹

requires specialized knowledge in sociology (e.g. on social structures, organisations, gender relations, education, technology, labour market) and basic sociological knowledge, in order to come to terms with relevant topics (e.g. youth cultures, globalization, environmental awareness within society, personnel development, discrimination, consumer behaviour, old-age poverty, communication).

He/she will participate in/attend the following task/course _____
_____ for approximately _____ days (duration).

Key qualifications

The student is capable of applying and extending key qualifications conveyed by his/her studies (e.g. techniques of presenting, documentation, literature research, utilizing software, generating result reports).

He /she will not be entrusted with unqualified tasks for more than 10% of the duration of his/her work placement (e.g. calendar management, making coffee, sorting the waste, filing records, mail).

Supervisor

A person in charge should be appointed to each student while completing his/her work placement.

Hours of work

The internship will have a scope of _____ working hours.

Location, Date

Signature

¹ In the case that neither applies, please illustrate the suitability of the work placement for future sociologists separately; e.g. via additional relevant placement/internship.