

\_\_\_\_\_ at , \_\_\_\_\_  
(Place of

Certificate of attendance

on the successful completion of an internship according to the  
examination regulations of the public examinations at the Faculty of  
Social Work and Health for the diploma/Bachelor's degree  
..... at the University of Applied Sciences Kiel

Mr. / Ms.

Matr. N°:

has successfully completed between \_ and \_  
the prescribed internship over 4 weeks / 6 weeks \*

Days of absence: \_

The supervision was carried out by (name, position):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Educational background of the supervisor/background as a social expert:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

He/she was introduced to the following tasks or areas of work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

He/she has carried out the following practical duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature and stamp)

\*) delete as appropriate

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### Please note

A certificate of attendance can be granted only if the student has regularly attended the place of internship and has maintained at least adequate performance. He/she may be absent from the place of internship only for reasons that do not require justification.

Reasons that do not require justification as per these provisions include the following:

- a) reasons not initiated by the student that prevent him/her from attending the place of internship (for example, illness)
- b) reasons for which the student is partly responsible and that justify an exemption from attendance, after a reasonable assessment of the circumstances.

Absences of more than 4 days in the 1st period of study (for 4 weeks) and of more than 6 days in the 2nd period of study (6 weeks) are not acceptable and require the student to make up the days missed.

### Dates and duration of the internship

The first internship should last 4 weeks, according to the examination regulations. The earliest it can start is during the period without lectures after the second study semester.

The second internship should last 6 weeks, according to the examination regulations. The earliest it can start is during the period without lectures after the fourth study semester.

**F a c t s h e e t**  
on the completion of an internship  
during the training to become a Social  
Pedagogue or Social Worker

The internship

- a) The four-week internship is meant to provide the student with detailed information on a professional field of social work. In addition, the student should regularly be tasked by his/her training supervisor with social work assignments with a low level of difficulty. The earliest it can start is during the period without lectures after the second study semester.
- b) The six-week internship is meant as a validation and application of the knowledge and skills acquired by the student during his/her previous theoretical studies in solving more specific tasks assigned by the training supervisor, including the testing of methodological concepts and application of didactic models, as well as the relevant information about a particular professional field of social work according to the chosen focus. The earliest it can start is during the period without lectures after the fourth study semester.
- c) Internships must be completed during the period without lectures.
- d) The places of internship must be outside of the University of Applied Sciences. They must be suitable in terms of their personnel and material structure for the completion of an internship; State-recognised social workers or pedagogues or equivalent professionals (who have sufficient time to devote to this purpose) must be entrusted with the supervision of the student (training supervisor).
- e) The preparation and evaluation of the four-week internship takes place within the internship mentoring and advisory tutorial and/or the prescribed seminar which accompanies the first internship.
- f) For the preparation and evaluation of the six-week internship, seminars focusing on  
Upbringing and Education  
Rehabilitation and Public Health  
Social Work with Women  
Social Aids  
will be implemented.  
Only a member of the teaching staff with practical experience in the field of work of the respective study focus may be appointed to the seminar management for the six-week internship.
- g) The place of internship is selected by the student with approval of the seminar management during the second or fourth semester. In determining the rights and obligations

- i) The seminar management should visit the student during the completion of the internship at the place of internship and discuss student performance with the training supervisor and the student.

Prerequisites for awarding a seminar certificate

- a) The successful completion of an internship is certified by the place of internship. If the place of internship does not want to certify the successful completion of the internship, the seminar management of the internship needs to be notified of the reasons for not awarding the certificate. If the seminar management arrives at a different evaluation of the student performance during the internship, it must provide this in writing. The examination board decides the result in such cases.
- b) The student writes an internship report that must meet the criteria defined by the seminar management.
- c) If an attendance certificate is required to pass an exam, then this may only be issued if the student has attended the corresponding courses and scored at least the minimum passing grades. The seminar management determines the minimum performance required to pass. The student may be absent from the place of internship only for reasons, that do not require justification.

II.

**P r o c e d u r e**

The student must apply in writing for approval for completing an internship at their desired place of internship using the appropriate form (application for approval of the completion of an internship) to the seminar management of the introductory seminar and has to attach a declaration of consent of the desired place of internship to the application form (consent of the place of internship for the internship).

The application and consent are to be handed in at the examinations office before the start of the internship.

The seminar management gives the required approval to the completion of the internship on the application form.

After successful completion of the internship, the place of internship is to provide a certificate of attendance (also on a form) and give it to the student. It is recommended that the student asks for a second copy of the certificate of attendance for his/her records.

The student presents the issued certificate of attendance to the seminar management for inspection, which is in charge of the evaluation seminar, in order to be able to participate in the evaluation seminar and then he/she files it with the examinations office.

The successful outcome of the evaluation is certified by the seminar management by means of a performance record.

of the student, training requirements as well as any guidelines determined by the seminar management need to be observed.

h) During the internship, the student is to be employed in a capacity aligned with their future career path. During the internship, the student works full-time.