

Dear Sir or Madam,

thank you very much for your interest and your willingness to provide a suitable internship for one of our bachelor students Social Work: transnational.

In the following please find some preliminary information:
The internship time abroad will cover a total of 750 hours.
The exact timeframe will be defined individually with the respective student – in consultation with the university. During the internship abroad the trainee will become familiar with the varying conditions of the respective country and reflect these experiences.

To be recognized as internship it is essential that

- the institution is clearly located in the field of Social Work,
- at least three full-time educational staff work in the institution or specialized staff with at least three years of experience,
- one specialised person takes over the trainee supervision.

Furthermore internet connections must allow virtual reflections with the lecturer of our university on a weekly basis.

At the start of the internship a placement agreement will be made up setting the trainee's learning goals. This agreement will be signed by the internship institution, by the trainee and by the referring lecturer.

Having passed the internship the trainee will receive from the institution an assessment in written and a certification of the number of hours worked. A reasonable compensation is recommended.

We kindly ask you as to send back the signed application for recognition of internship, in order that we can validate the formal recognition.

Best regards

B.A. Social Work :transnational