



Information for the institution of internship  
for the internship in the Bachelor of Arts in educational science

**Examination Office  
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Internship**

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Dear Colleague,

We would like to thank you for your interest in offering one of our bachelor students in educational science the opportunity to undertake an internship within your institution. We are writing here to provide you with some further information about our structure and guidelines for the internship module.

### *Orientation*

The students are asked to spend a day of orientation at the institution of their potential internship. We see this as an opportunity for both our students and you, as the host institution, to check that the internship is suitable both parties. Of course, we understand that in the case of an internship abroad, an orientation day is not always possible.

### *Internship agreement*

We recommend establishing an agreement between our student and your institution. In this agreement duration of the internship, working hours and tasks can be defined to ensure clarity between both parties.

### *Internship*

The primary intention of the internship is to convey an introduction to working in the field of education. Therefore, the internship should provide the opportunity to observe as well as experience guided pedagogical work in praxis. Furthermore, the student should get to know the organizational structures and processes of an educational institution. To fulfill these aims, we would be pleased, if following phases would take place in the time of the internship:

# University of Cologne



## *Orientation*

- a) The intern will be trained/instructed by his/her mentor and become familiar with both the institution and its structure of employees.
- b) The intern will be briefed on his/her roles and responsibilities prior to beginning the internship, for example in a work schedule.

## *Exercise and practice*

- c) The intern will gain an insight into different application areas and there will be space for individual observations and experience of pedagogical work.
- d) The intern will have the opportunity to attend team meetings and, if applicable, team supervision.
- e) The intern should be given a realistic set of tasks to work on, which can either be completed within the period of the internship or can be handed over to the relevant person in a good condition.
- f) The intern should be provided with feedback and constructive criticism. We would recommend that the institution set up a number of opportunities for the intern to receive feedback and in turn raise any questions or issues he/she may have. Ideally, the times and dates of these feedback sessions would be agreed at the beginning of the internship.

## *Internship certification*

After the internship our student will require a certificate as proof of the successful accomplishment of her/his work experience. The certificate should contain detailed information on the following:

- duration of the internship
- specific areas and experience the intern became acquainted with
- appraisal/ evaluation of the student's work.

## *Accident insurance for the student during the internship*

While undertaking the internship our students are not insured by the University of Cologne. It is recommended therefore that you inform the providers of your accident insurance about your intern.

We would like to thank you for your support of our students. If there are any comments or questions please don't hesitate to contact us.

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