



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

**Examination Office
Bachelor/Master
Educational sciences
Internship**

Telefon: +49 0221 470-4621
Telefax: +49 0221 470-5073
pruefungsamt-erziehungswissenschaft
@uni-koeln.de

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:

