

Dear Sir or Madam,

Please find attached an internship application by a student of the Protestant University of Applied Sciences Freiburg (Evangelische Hochschule Freiburg). This letter provides information about our general requirements, preconditions and standards.

### **General information**

The BA degree in Early Childhood Education qualifies childhood teachers of the future for occupational work in child day-care facilities, in child and youth support services, and at the transition stage elementary and primary education. Graduates could prospectively work in different areas of (special) education, take up managerial posts, become a consultant or work in public-sector agencies.

In addition to teaching specialist, comprehensive knowledge and skills, the aim of the programme is also to develop a professional, inquisitive attitude among students towards infant development processes.

The practical orientation of the programme is evident in courses and the preparation for three practical phases. Successful completion of the initial four-week internship and two 12-week internships (the second of which is spent abroad) is a precondition for entry into the thesis part of the programme in the seventh semester.

### **General requirements of the third internship (5th semester)**

The third internship is part of module M 5/17 Activity fields in early childhood education from an international perspective and involves 360 hours of practical activity. Content includes educational tasks, possibly care and organisation tasks, as well as their preparation and follow-up. Students are encouraged and receive the necessary support to serve this internship abroad. Key questions on the learning targets, as well as questions from the students themselves, complement the qualification aims of the module. Students write a detailed report about the internship once it has been completed. The report should contain a brief description of the internship institution as well as the student's pedagogic experience and individual learning process in relation to a key topic. Students list, for example, targets, didactic and methodological approaches, pedagogic questions in the internship report and refer to their practical experience and theoretical knowledge. A central task is the description and analysis of dilemmas or key situations.

### **Student supervision**

During their internship, students are supervised regularly via e-mail or telephone by a tutor from the Protestant University of Applied Sciences Freiburg. An internship mentor at the relevant institution provides further supervision and guidance in the form of a permanent feedback process and tutorials at least once a week. Internship mentors must have completed a specialised, qualified training or study programme (pedagogies, educational science, psychology, etc.) and meet the following requirements:

at least 3 years of professional experience, including at least one year in the field in which the mentor is supervising the student;  
tutoring forms part of the service agreement;  
(if possible) in full-time employment in order to be available to students fully during their internship.

### **Internship institution – internship site**

Sites are considered to be suitable for internships if they function on the basis of a professional activity concept, have a quality assurance system and appropriate further education practices. The institution:  
is suitable for training students on account of its personnel, spatial and technical infrastructure;  
makes it possible to achieve the learning targets in the target agreement and put the training plan into practice;  
ensures regular, qualified practical tutoring with a mentor,  
allows a student to take part in intra-institutional events, such as team meetings, conference, further education courses, etc.



### **Approval of the internship site**

Internship office managers at the Protestant University of Applied Sciences Freiburg must confirm the approval and acceptance of internship sites by using the designated form. The application has to be signed by all relevant parties (student, internship mentor, supervising tutor, internship office) before the internship can start.

### **Activity report**

The respective institution will file an activity report (template available) at the end of the internship.

### **Difficulties and questions**

If there are any questions, or if a conflict arises that cannot be handled at the internship site, the internship mentor and/or student can contact the internship office. The office will provide advice or, if necessary, mediation and support.

We would appreciate it if you could provide our student with an internship position in your institution and if we could accept joint responsibility for part of the practical study content of the course.

Internship Office for Childhood Education

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