



Hochschule für Angewandte Wissenschaften Hamburg  
*Hamburg University of Applied Sciences*

# **Bachelor in Social Work**

## **Guidelines for internships abroad**

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Central Internship Office ■ Department of Social Work ■ Faculty of Business & Social Sciences

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## Foreword

Thank you for your interest in taking on students of HAW Hamburg into your institution as interns.

The objective of these guidelines is to explain to you our general conditions for an internship.

In the first section, we would like to inform you briefly about Hamburg University of Applied Sciences and present to you the principles of the Social Work studies. We also present to you the Central Internship Office and its principal staff.

Subsequently we present key information on the content and form of the internship to be performed.

We hope we have thus provided you with all the important information for an internship. Should you have any questions that are not answered in these guidelines, feel free to contact us.

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## I Hamburg University of Applied Sciences

Hamburg University of Applied Sciences (HAW Hamburg) is Hamburg's second-largest university and with its marked practical orientation is a committed partner of business, politics, culture and society. It is also active in many fields of development of the Free and Hanseatic City of Hamburg and the metropolitan region. The study programmes, all with a Bachelor and / or Master's degree according to international standards and with tried-and-tested practical sections, offer a high-quality education.

HAW Hamburg is made up of four faculties:

- Life Sciences
- Design, Media and Information
- Technology and Information Technology
- Business and Social Sciences

## II Social Work at HAW Hamburg

Fundamental for the study of the scientific discipline of Social Work at HAW Hamburg is the orientation towards internationally recognised guidelines of social work echoed in the Social Work curriculum.

Social work promotes social change and the solution of problems; it enables people to shape their life autonomously. Social work has the responsibility to offer anyone searching for advice and help the best possible support without discrimination with regard to background, sex, age, disability, social class, religion, political views or sexual orientations.

Social work is at the interface between people and the environment. The objective of social work is to improve people's precarious circumstances caused by social problems. The study of Social Work lays the foundations for interdisciplinary and interprofessional skills on the part of the students, who are thus equipped to analyse social problems and to examine the potential for human development.

## III Central Internship Office

The Central Internship Office is the contact for all questions related to the internship that forms part of the Social Work study programme at HAW Hamburg's Faculty of Business and Social Sciences.

The Central Internship Office manages and accompanies the integrated practical phase in coordination with the teachers in the Department of Social Work and the institutions offering the internships.

On the basis of the law concerning the "State recognition of social education workers", the CIO issues the state recognition to the graduates who have completed their Social Work studies and the integrated internship with the Bachelor of Arts at HAW Hamburg.

For the general information of students, instructors and teachers about the university-directed internship, the CIO issues the "Guidelines for the university-directed internship" for the Bachelor in Social Work study programme. In addition, it advises students on possible practical fields of social work, if required.

The Central Internship Office provides information and advice on practice-orientated education. Due to its legal status, the information it provides is binding.

#### IV Objectives and structure of the internship

At the practical learning location, the students have the opportunity to look into professional actions in an exemplary field of social work. In the process, they are to learn

- to comprehend and assess the significance and the impact on professional actions of the scientific knowledge and methodological skills acquired in their studies,
- to apply the theoretical knowledge acquired in their studies in practice, to expand it through self-study and to reflect on it,
- to carry out professional tasks, complying with the legal, organisational and economic conditions,
- to take on board suggestions for development and change received during the internship and to discuss them at the university learning location.

For students undertaking their internship outside Germany, the university-directed internship takes place in the first semester of the third year. It comprises a total of 115 seven-hour days of internship time, plus breaks.

**Each internship starts on 1 September** and runs until 28/29 February of the following year.

Absences of more than eight internship days must be made up for.

There is no holiday entitlement.

<p><b>Internship preparation</b></p>	<ul style="list-style-type: none"> <li>• The student looks for an internship outside Germany.</li> <li>• The student gives reasons for his/her plan in writing (synopsis) and demonstrates adequate language skills.</li> <li>• A firm offer in writing from the institution is received by 30 April of the respective year, specifying the field of work and the qualifications of the mentor</li> </ul>
<p><b>Internship</b></p>	<ul style="list-style-type: none"> <li>• At the start of the internship at the latest, a contract is concluded between the institution offering the internship and the student. A copy of the contract is sent to the Central Internship Office.</li> <li>• The student fulfils the internship from 1 September until 28 / 29 February of the following year at the latest.</li> <li>• The mentor supports and supervises the student.</li> <li>• HAW Hamburg supports the students via e-mail and/or Skype</li> </ul>
<p><b>End of the internship</b></p>	<ul style="list-style-type: none"> <li>• At the conclusion of the internship, the mentor produces the assessment (see point VII of the Guidelines). A copy is given to the student.</li> <li>• The student translates the assessment into German on his/her own responsibility.</li> </ul>

## V Internship – admission/approval

The following criteria must be fulfilled for the internship to be approved by the Central Internship Office:

- The institution offering the internship is an institution of the health and social services, an educational institution or another learning location outside the university that is competent to train social education workers and social workers.
- The mentor has professional qualifications as a social education worker or social worker or in a related profession. He/she possesses at least three years of professional experience and works in the institution during the entire period of the internship.
- The corresponding information on the mentor's qualifications and the field of work as well as the firm offer to take on the students and to provide continuous mentoring are received by 30 April of the respective year.
- As part of the state recognition to be issued here, the institution must also ensure the acquirement of administrative tasks, including a reporting system.

The internship is only approved after a firm, written offer to the students .

## VI Internship - supervision

The students are provided with professional mentoring / supervision during the practical phase in order to

- support the learning process in practice,
- enable the acquisition of expertise in the field of work,
- reflect with the students on their professional role and in the process develop the ability to examine their own actions with a view to ethical and moral aspects, among others.

The mentoring / supervision is to take place regularly (at least every two weeks). It serves, among other things, to ensure progress and to detect skills that are lacking. The evaluation is also taken into account in the assessment (see point VII). Should the internship relationship become difficult or if it threatens to fail, the Central Internship Office must be informed immediately.

## VII Internship - assessment

At the end of the internship, the student receives a detailed assessment detailing the arrangement and the course of the practical phase as well as the knowledge and skills acquired and deployed; he/she also receives a summarising evaluation of the course of the internship.

## VIII Behaviour in the event of special incidents

Special incidents that occur during the internship are to be communicated to the Central Internship Office without delay.

These incidents can be:

- In the event of an accident suffered by the intern at the location of the internship or on his/her way between their place of residence and the internship location. The

notice of accident prescribed by statutory accident insurance is to be processed via the institution offering the internship,

- extended absence from the internship location, for example as a result of illness, an accident or pregnancy. A sick note is to be provided to the institution offering the internship. A medical certificate should also be submitted to it,
- contractual infringements by student, mentor or institution offering the internship,
- culpable action on the part of the students.

The university is not liable for liability provisions resulting from culpable action on the part of the students. For this reason, it is recommended to the students that they take out (professional) indemnity insurance on a private basis.

## IX Proposal on the content of the assessment

An assessment takes place in written form and must be discussed with the intern. This is not a comprehensive recommendation for later applications, but rather a certification towards HAW Hamburg documenting whether the practical phase has been completed successfully. The assessment is to promote the students in their professional career and aid them in their development. Therefore, not only already existing strengths should be mentioned, but also - in a constructive manner - weaknesses so that further, targeted work can be done on eliminating them.

The assessment by the specialist mentor is to refer to the following aspects:

- With regard to the arrangement and course of the practical phase:
  - the general conditions under which the practical phase was completed
  - the previously established organisational structures (field of work, working hours) including possible changes and additions
  - specific tasks and situations during the practical training phase
  - the forms of practical guidance.
  
- With regard to the students:
  - knowledge and skills and the translation thereof into practical actions,
  - the ability and willingness to take in and process information
  - shaping the relationship with addressees, dealing with individuals and / or groups,
  - the ability to detect problems and the professional classification and assessment thereof,
  - access to action plans and to methodical structuring,
  - administrative skills,
  - learning progress observed,
  - obvious further learning requirements.
  
- With regard to a summarising assessment of the course of the practical phase:
  - overall impression of technical suitability
  - statement concerning professional suitability, especially concerning skills and opportunities for development.