

INFORMATION SHEET ON INTERNSHIP SEMESTER OR SEMESTER ABROAD

Dear Students,

If you want us to supervise your internship or your semester abroad, this will be the procedure:

The following criteria have to be fulfilled:

- You must have gained a minimum of 90 CPs in order to be allowed to do your internship / study abroad semester.
- The internship/study program has to provide a meaningful contribution to your IBA study program. This means there has to be a “fit” to the content of our subjects.
- Your semester abroad has to deliver at least 15 ECTS credit points. Please make sure that the classes you join give you enough credits. If the foreign university does not calculate according to the ECTS system please make sure to receive information on the workload of each module in order to calculate the equivalents. Our standard modules give 5 ECTS credits. The workload for these credits is calculated with 60 hrs teaching time (2 hrs. lecture and 2 hrs. exercise per week) and 90 hours self study per semester.
- Your internship/stay abroad (not necessarily semester time) has to last at least 20 weeks, the Internship is requested to be equivalent to a “full time job”.

Before you start...

- Ask one of your professors to act as your supervisor. Make sure to do this on time and not immediately before your internship or semester abroad starts.
- Apply for admission to the internship / study abroad semester at <https://sharepoint.hochschule-rhein-waal.de/sites/Praxissemester/SitePages/Homepage.aspx> using your normal HSRW user name (<matriculation number>@students.hsrw) and password to log in.
- The examination office (Student Service Center) must confirm that the minimum number of 90 credit points is reached. This will be checked after you have applied online.
- The supervisor will approve or reject as soon as s/he receives a copy of your Internship Contract or the Letter of Acceptance of your University. Make sure to hand this copy in BEFORE you leave!
- Prepare a “Learning Agreement”. The Learning Agreement should be 1-2 pages long. Please describe either your planned tasks during the internship or the study program you are registered in and the modules you plan to participate in. In both cases please explain the contribution to your IBA study program. NOTE: This Learning Agreement needs to be prepared for your IBA study degree and has nothing to do with the Learning

Agreement you need to prepare for the Erasmus program if you opt for a semester abroad with Erasmus.

When you are back you will have to log into sharepoint again and upload...

- A copy of either your “Transcript of Records” or your “Letter of Reference” (Zeugnis).
- Your report about what you have done, what you have learned and how your semester contributed to your IBA study program. You will find details on the report on the following pages.

After this is all completed successfully we will approve via sharepoint (<https://sharepoint.hochschule-rhein-waal.de/sites/Praxissemester/SitePages/Homepage.aspx>) and you will receive 30 credits.

Additional Information...

- If you are more than four months out of the area of the semester ticket it is possible to apply for a dispensation from the ticket. This means that you will not be able to use trains and buses during this time but you also save the money for the ticket. Applications for this dispensation are available at the SSC. NOTE: The application for a dispensation must be filed BEFORE your re-registration for the semester.
- For students applying for studying abroad there is a checklist with additional information available at the International Office.

Whatever you do: Have fun!

Your IBA Professors

REQUIREMENTS FOR REPORT ON SEMESTER ABROAD AT A UNIVERSITY

Coverage: between 12.000 and 24.000 characters (incl. blanks)

Structure:

- a. Cover (Title, your name and matriculation number, date of report)
- b. Table of contents
- c. Introduction (Motivation & overview)
- d. Introducing the University (Information on location, focus of University, study programmes, housing, social structure and student cultures, environment, etc.)
- e. Information on learning agreement, attended courses and activities (What were the learning objectives you and your supervisor agreed on before the start of your semester abroad? What courses did you attend? What were the contents? How was teaching and learning organized? Did you participate in further activities, e.g. excursions, sports, culture, politics?)
- f. Discussion (Refer to concrete experiences at the University and give examples. Your discussion should include answers to the following questions: Did you get in contact with local students? What did you learn? Was teaching theory-driven or did it focus on practice? Did Rhine-Waal University prepare you sufficiently for studying abroad? What did you miss at the foreign University? What went wrong? What conflicts did arise? Could you increase your language skills? Did you improve your soft skills? Could you improve your intercultural competence? Compare the agreement you concluded with your supervisor at Rhine-Waal University with the actual outcome.)
- g. Conclusion (Summary of your semester abroad, recommendations for other students)
- h. References (if any)

Please upload the **Transcript of Records** together with your report in sharepoint.

There is no defined deadline when the report must be turned in. Nevertheless, you will not receive the credits for your semester abroad until the report is turned in. Please keep in mind that processing of report and credits might take a couple of weeks. Therefore you should turn it in well in time before you want to register for your Bachelor Thesis.

REQUIREMENTS FOR REPORT ON INTERNSHIP SEMESTER

Coverage: between 12.000 and 24.000 characters (incl. blanks)

Structure:

- a. Cover (Title, your name and matriculation number, date of report)
- b. Table of contents
- c. Introduction (Motivation & overview)
- d. Introducing the organization (Information on location, type and structure of organization, focus of organization, products and/or services, etc.)
- e. Information on learning agreement and your tasks and responsibilities within the organization (What were the learning objectives you and your supervisor agreed on before the start of your internship semester? In what projects or departments were you involved? What were the main tasks you fulfilled? How was work organized? Did you participate in further activities, e.g. exhibitions and fairs, sports or culture?)
- f. Discussion (Refer to concrete experiences at the organization and give examples. Your discussion should include answers to the following questions: How was the cooperation with other employees and your superiors? What did you learn? How did you learn? Which of the achieved skills seem relevant to your future career? Did you improve your soft skills? Did Rhine-Waal University prepare you sufficiently for working a semester outside the University? What did you miss at the organization? What went wrong? What conflicts did arise? Compare the agreement you concluded with your supervisor at Rhine-Waal University with the actual outcome.)
- g. Conclusion (Summary of your internship, recommendations for other students)
- h. References (if any)

Please upload a **Letter of Recommendation** or other certificates proving your internship as well its duration and your functions as an intern together with your report.

There is no defined deadline when the report must be turned in. Nevertheless, you will not receive the credits for your internship semester until the report is turned in. Please keep in mind that processing of report and credits might take a couple of weeks. Therefore you should turn it in well in time before you want to register for your Bachelor Thesis.

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