



Internship Contract

Internship in Semester

Between:

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.....

(Institution/employer, Address, E-Mail, Telephone Number)

and Ms/Mr:

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.....
.....

(Student, Address, E-Mail, Telephone Number)

The following contract is made in mutual agreement with the:

**University of Applied Sciences Neubrandenburg, Department of Social
Work and Education
Degree programme: Early Education
Brodaer Str. 2, 17033 Neubrandenburg, Tel. 0395 5693 421
Post box 110121, 17041 Neubrandenburg**

The internship will be carried out within the framework of the course of studies in Early Education at the University of Applied Studies Neubrandenburg in accordance with the study and examination regulations in their respective current versions.

1. Internship Length

1.1 This contract for a(n).....week internship covers the time period from..... to..... agreed individually between the employer and the intern.

The internship begins on:

and ends on:

.....

The first week of the internship counts as a probationary period during which both parties to the agreement are free to withdraw from the contract.

1.2 For the duration of the contract the student has no legal claim/right to holidays. The internship will be served on a full-time basis at the above named institution over a period of weeks. The weekly hours of work amount to hours.

1.3 The intern is obliged to notify the employer immediately of any hindrances resulting from illness. S/he is further bound to provide the employer with an official sick note, at the latest, on the third day of incapacity and also to notify the university.
Days missed through illness, etc., are to be made up. A maximum of four days absence (illness, Bank holiday, firm holiday) are permitted, anything exceeding this is categorically to be made up. An interruption of the internship semester is only possible in well-grounded exceptional circumstances and requires the authorisation of both the university and the employer.

2. Internship Supervision

2.1 The employer/institution names Ms/Mr
recognised professional qualification.....
as supervisor.

2.2 S/he is responsible for training the intern in accordance with the agreed objectives and agrees to undertake the following duties:

- Briefing on the day's current tasks
- Guidance in the development of the training objectives (see Training plan)
- Gradual delegation of increasingly demanding tasks to be carried out independently by the intern
- Implementation of at least one reflection period a week

3. Employer's obligations

The employer commits themselves to:

- Train the intern within the framework of the training plan and in accordance with the study and examination regulations of the course of studies in Early Education currently valid at the time of contract finalisation

- To provide an activity report upon completion of the internship
- To inform the university as soon as possible in the event that the successful completion of the internship should be endangered

4. Intern's obligations

The intern commits themselves to:

- Diligently carry out the tasks and duties laid out in the training plan
- Follow the directions of the employer, especially those of the appointed supervisor
- Follow the rules and regulations valid at the place of work
- Immediately notify the employer in the case of absence

5. Insurance

The intern is insured against accidents during the internship in accordance with *Praktikumsordnung § 11*

6. Annulment of the contract

The contract can be cancelled by both parties where important reasons exist. Important reasons can be said to exist if either the employer or the intern grossly and enduringly breach the contractually agreed obligations or in the event of a dysfunction in the personal relationship between the supervisor and intern that even with the inclusion of the university remains intractable.

7. Contract execution

This contract is to be signed in triplicate. Each party to the contract shall receive a copy, the third copy of which is to be delivered by the student directly to the Internship office of the university. The contract is considered binding with the submission and approval of the training plan.

8. Other arrangements

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....., the

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Signature Intern

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Signature Internship Institution

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Signature University