

## The practical study semester within the bachelor study course Social Work

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### Information on the forms (for winter semester 2021/22)

In the following file you will find the forms A-E.

This information leaflet is to provide you with a brief overview on the individual forms and their contents and give support in completing them.

Please do not worry about the multitude of forms. You will only need to complete and submit them by and by. It is, however, useful to print out the whole set of forms in one go.

Please note: The forms B<sub>1</sub>, B<sub>2</sub> and B<sub>3</sub> should be printed, if possible, double-sided; all other forms one-sided.

#### Detailed explanations on the individual forms

**Form A:** This form is primarily meant to help coordinate activities with the respective focus manager. Upon finding a host organisation you should rather soon obtain feedback from your focus manager on whether the chosen internship may be considered as "sufficiently close" to your selected study focus. This will be confirmed by the signature of the focus manager (if there are two focus managers, one signature will be sufficient).

It is important for you to note that this is no contract, meaning that you do not have any binding agreement with the host organisation yet. This will only be ensured by the internship contract (form B).

Should you see yourself unable to complete the internship within the two projected time frames please contact Michael Dillmann. He is the responsible person with whom to agree an alternative time frame and put it down in writing.

The submission deadline at the Practice Unit is set to the 31th May 2022. However it is highly recommended to start your search early, which is possible upon having selected the study focuses.

**Form B:** This is the internship contract / the training agreement – and thus the most important form of this whole set.

The set of forms includes three issues of form B (B<sub>1</sub>, B<sub>2</sub>, B<sub>3</sub>), as every party (host organisation, student, practice unit) needs one copy as a "guarantee". This is to ensure that every party will be able to comply with the provisions set out therein, and claim them if necessary. Therefore please make sure that every party will receive the respective form and that it has been signed by all parties involved. In addition, it is also important that the form is to be signed and submitted **prior to commencing the internship** (14th June 2021 at the latest).

**Form C:** This form is mainly to verify which documents you have submitted to us so far. On the one hand, the Practice Unit can still update any modified data, on the other hand it represents confirmation of the host organisation that not "only" a contract has been concluded but also that the intern has started the internship at the agreed date.



**Form D:** This form is to be completed by your host organisation upon finishing the internship. It is important that the duration of the internship and any absences plus the respective reasons (including enclosed medical certificate if applicable) will be listed. The person guiding your training should provide a short assessment of your internship period (referring to the agreed training objectives, work contents, developments etc., if applicable). Presentation of a separate detailed certificate at the Practice Unit is not required.

You should, however, ask for a qualified certificate to keep with your own documents if you consider it useful.

**Form E:** This form needs to be signed by the respective supervisor, so you will need to present it at the individual five sessions.

Please do not forget to submit this form at the Practice Unit upon completion, as participation in at least four of the sessions is compulsory. Otherwise the respective sessions must be repeated.

Please note the respective compulsory submission deadline for each of the forms, with the exemption of e.g. individual agreements and deadlines which may result e.g. from starting an internship later.

Only originals may be submitted to the Practice Unit. You should therefore, if necessary, make copies for your own records before handing in the originals.

In case of any questions regarding the forms or other issues concerning the practical study semester, please contact us:

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