

# International Practical Training

Guidebook for Employers



## Impressum

**Herausgeber:in**

Career Center | Universität Bremen

**Autor:in:**

Thomas Obieglo †

Angela Schütte

**Redaktion:**

Petra Droste, Angela Schütte

**Layout:**

Uni Druckerei Bremen

**Stand:**

09/2021

# Contents

<b>Dear Employer</b> .....	<b>4</b>
<b>University of Bremen</b> .....	<b>6</b>
The Career Center .....	9
Students, Study Programmes, Internship Requirements .....	10
<b>Training Options</b> .....	<b>13</b>
Work Experience »as such« .....	13
Career Training, strictly study-related internships .....	14
Combined Training, also serving the preparation of scientific papers .....	15
Work & Travel Activities .....	16
<b>Organisational and Legal Aspects</b> .....	<b>17</b>
Time frames .....	17
Working hours.....	18
Financial matters .....	19
Insurance matters .....	20
Work Permit .....	22
Monitoring and Internship Agreements .....	24
Internship Agreement – sample .....	24
<b>Co-operation</b> .....	<b>27</b>
<b>Step by Step Checklist</b> .....	<b>29</b>

## Dear Employer

When you are reading this introductory internship manual, you have most likely been approached by a student from Bremen, who is interested in working for your company as an intern. International work experience is regarded as one of the essential elements of our curricula at the University of Bremen. For years, we have been encouraging our students to complement their academic studies by actively pursuing practical training opportunities, at home and abroad. Feedback from companies from all over the world has shown that these international internship endeavours are turning out as a mutually rewarding experience for all parties involved.

First of all, we would like to emphasise how grateful we are for your time and effort in

dealing with the information presented here. When we decided to put together this brochure for the University of Bremen students, we were very much aware of the fact that international practical training periods for them fully depend on the interest and openness of employers across the globe. By taking on an intern from Bremen, you are significantly helping them to fulfil an important educational requirement. This booklet explains to potential employers the mutual benefits of having interns in their teams, as well as the relevant ways, objectives, and procedures for hiring a student intern. In the following pages, you will find information about the University of Bremen and its students, the goals of study-related practical training, the organisational framework for interns-

hip periods, and the expectations which both, students and faculty, have for a successful practical training abroad.

By clarifying all of these aspects, we hope to make the whole process and its implications more transparent. This will make your decision easier, as you will see that strengthening your workforce with a student intern from Bremen can be very rewarding to all parties. The University of Bremen's Career Center, the publisher of this brochure, will be there to support you and answer any questions that may arise in your decision-making process, and that may be exceed dialogue with the student. Primarily, communication about a potential practical training opportunity will be between the students and employers,

while the students will discuss the outcome of that dialogue with their advisors in Bremen. This way, administrative aspects regarding the students' study programmes will be kept to a minimum for employers. The University of Bremen strongly believes that applying for an internship is part of the educational experience. We therefore encourage students to make their own arrangements and to select and approach companies and organisations by themselves. As part of this process, we are once again grateful for the time you invest in reading through this chapter.

## University of Bremen

Bremen and Bremerhaven are located in the north-western part of Germany, close to Hamburg. Together they form the smallest of the 16 German federal states, with a population of more than 680,000 and a historically-grown feeling of independence, which may well be founded in Bremen's role as one of the leading Hanseatic Cities.

Higher Education, in various shapes and institutions, has a long tradition in Bremen, while the University of Bremen as an innovative and future-oriented institution was only founded in 1971. It is a modern university with a lively student population of 19,200 in 2020, two-thirds of which chose to come to Bremen from all over Germany and the world. With about 13% of Bremen's

students coming from more than 100 nations, the university lives up to its vision of being a truly international place for young people and scientists to study and develop.

Over nearly five decades, the University of Bremen has realised its founding objectives to the fullest. The ground-breaking »Bremer Modell« from the founding days has been instrumental in helping the university to become a shining sample and leading champion of modern university education in Germany and its basic features: »...for example interdisciplinary study and research, research-based teaching projects, orientation to practice, and responsibility towards society. These have since [the beginning days] been augmented by new aims like internationalisation, opportunities for junior scien-

tists and scholars in structured post-graduate programmes, gender equality, and an added sense of purpose as a 'learning institution'«. This is how the university describes itself on its homepage, which we invite you to visit should in case you want to find out more:

→ <https://www.uni-bremen.de/en/university/profile>

A wide array of subjects, ranging from natural and engineering sciences to social sciences and humanities are not only attracting great numbers of highly motivated and competent students, but have also proven to be taught at the highest standards possible. These standards have attracted numerous partners, such as research institutes and high-tech companies, to closely co-operate with the university and adding to its success and

breadth of opportunities. Hundreds of those partners are located on the university's spacious campus or in the famous adjacent Technology Park. The University of Bremen has earned itself a high reputation, both in research and teaching. From 2012 to 2019 the University of Bremen was ranked among the country's top ten universities in the campaign for excellence (Exzellenz Initiative) run by the German government, which resulted in a number of new state-funded research assignments and teaching opportunities. Both, research and study options »made in Bremen«, are the grounds for Bremen's ever-growing reputation in the academic world, and in the professional world, too. Students studying in Bremen experience sounds traditional teaching combined with new-media didactics. Bremen has been early in investigating and integrating

E-learning opportunities into its syllabuses. Therefore students are enjoying a university education that is

- modern & innovative
- practice-oriented
- scientifically sound and state of the art
- international-minded (hundreds of ongoing international partnerships)
- comprehensive, with General Studies being part of the syllabus

With its Strategy 2018 to 2028, the University of Bremen is again taking concrete steps to further develop this successful model.

Consequently, international experience and the chance for students to apply what they have learned in »real life« have beco-

me an integral part of the University of Bremen's study programmes. An internship abroad is therefore a very important element for students. The university's approach and objective is to support and encourage students to pursue this aim very seriously. As a potential employer for an intern from Bremen, you can expect to meet students of the highest calibre and motivation. They have been well prepared to not only gain from, but also to contribute to the work and global atmosphere of the company that offers them a practical training opportunity.



## The Career Center

Preparing students for their entry into a work environment has been defined as the major and foremost task of the Career Center. The Career Center works as a joint enterprise of university staff and the Federal Labour Agency. Often described as an interface between science and the corporate world, the Career Center has been offering students stepping stones from theory into practice for almost two decades now. A wide range of support services enables students to make their ways into the working world, where they apply in practice what they have learned during their studies. Work experience periods during their time as students, as well as the entry into professional life after finishing university, are the Career Center's two major objectives.

To qualify students for this, Career Center staff together with external instructors train students in areas such as »how to present oneself and apply for jobs«, »international work experience options, and how to identify them«, »intercultural orientation«, »self-assessment techniques« or »basic business knowledge for everybody«. These and other courses and seminars offered on a regular basis, as well as personal counselling and advice, complement our students' scientific education and partly even carry credits in the general studies area. This is why you can expect students and graduates from the University of Bremen to approach your company or organisation with a broad working life related knowledge base and a good command of »soft skills«. They are ready to face the challenges of real work and very eager to make the most out of it.

Over the years, many employers have found that the Career Center's activities help them to find the right people at the right time. They advertise their needs in the online matching platform that is part of the services offered at the University of Bremen, through the Career Center. This service is run in co-operation with a nationwide professional network focussing especially on young academics. Offers for graduates, assistants, postgraduates, interns, working students, student assistants as well as vacation / part-time jobs and student research projects can be published in our Online Job Fair. To have a look at the employers' gateway to our Job Fair, please go to:

→ <https://www.uni-bremen.de/en/career-center/employers/job-portal>

## **Students, Study Programmes, Internship Requirements**

To achieve Bachelor's or Master's degrees students at the University of Bremen choose from a diverse range of subjects and programmes which are taught by the following faculties, which are also offering Ph.D. programmes:

- Faculty 01: Physics/Electrical Engineering
- Faculty 02: Biology/Chemistry
- Faculty 03: Mathematics/Computer Science
- Faculty 04: Production Engineering – Mechanical Engineering & Process Engineering
- Faculty 05: Geoscience
- Faculty 06: Law
- Faculty 07: Business Studies and Economics

- Faculty 08: Social Sciences
- Faculty 09: Cultural Studies
- Faculty 10: Languages and Literary Studies
- Faculty 11: Human and Health Sciences
- Faculty 12: Pedagogy and Educational Sciences

As mentioned before, practical and professional aspects have always played a significant role in Bremen's study programmes and students have traditionally been encouraged to integrate practical training phases into their courses of study. In a number of study fields, for instance in technical subjects, social sciences, and in human and health sciences, internships in relevant professional companies or organisations are mandatory elements of the syllabus. Usually, these internships should be arranged after at least one year of stu-

dying, or towards the final term. Varying from course to course, the time frame allocated to these practical training periods can range from a few weeks to one academic term with about six months.

In many cases students are free to choose the »right point in time« and are somewhat flexible to adjust to the necessities of potential employers; other course models and study plans prescribe certain time slots for internship activities. For mandatory internships, which are generally supposed to be full-time, there will always be a clearly defined length of the training period, which the students need to observe in order to obtain their school's recognition of the task accomplished. Voluntary internships, which are as highly recommended and regarded as equally valuable as the prescribed ones, are usu-

ally more open to the students' and the employers' individual planning. Given the benefits of gaining international practical experience, students may well choose to integrate more than one internship into their studies.

When thinking about the feasibility of hiring an intern from Bremen, the employer's assessment needs to take into account that students will be well prepared when they arrive at their destinations. Along with the scientific education in their respective study programmes, advisors and counsellors at the University of Bremen do their utmost to train students ahead of time concerning all aspects of their international experience. The Career Center and the university's International Office, in close co-operation with the dedicated internship advisors at the indi-

vidual faculties, offer a wide range of both structured and informal options for this purpose. As a result, students are generally well-versed in all questions regarding administrative and legal issues and have also learned about intercultural issues, the importance to adjust, and how to deal with »culture shock«, should it occur.

A good command of the destination country's language can usually be expected from any intern. We are well aware that in order to be able to function well abroad, students need to be able to understand and speak the country's language, and the future trainees are informed accordingly. To support this aim, a highly specialised Language Center, serving especially the student community, has been founded in Bremen in 1995 and provides a wide variety of language courses (among

them the Arabic language, Chinese, Japanese, Russian, and of course all major European languages). Also, to be able to communicate well in English is a widely acknowledged objective for young, educated people in Germany, and some courses are regularly taught in English in several study programmes. Thus, even in the case of the more rarely spoken and/or »difficult« national languages, communicating in English will generally work. Since students tend to put in extra efforts once they have decided to apply for a practical training position in a foreign country, employers can rest assured that the students' language skills will be at least sufficient to communicate effectively, both in and outside the workplace.

## Training Options

Practical work experience is, of course, the major objective of any internship project. These training options can be divided into the following different types, depending on the students' preferences, the progress in their studies when they apply, and – with obligatory internships – the university requirements:

### **Work Experience »as such«**

which is meant to offer the intern the possibility to explore »real working life« in an environment more or less closely related to their field of study, and not necessarily of a highly demanding professional nature. Support work, special projects, admin jobs, or any assignment in which

the student's qualifications and intentions match with the employer, qualify as valid work experience. This type of internship with its main objectives of experiential learning and integration into the employer's working schedules will mainly be looked for by students seeking voluntary and/or additional practical assignments. Depending on the individual arrangement, »work experience« can include more demanding and valuable activities, if the candidates are advanced students who can offer significant contributions to the employer. For example, certain qualifications students have could fit well into particular ongoing project work, that in turn would profit from additional temporary staff.

## **Career Training – strictly study-related internships**

which ideally should offer to the trainees an opportunity to apply specific skills they have learned and accumulated to a professional working environment. This is done at a higher level of responsibility than it is the case with basic »work experience«. Career training opportunities are sought by students looking to find placements for their obligatory training phases, or by recent graduates who are eager to begin their professional life after university by gaining additional international expertise. Employers, too, very often find themselves on the winning side as they can profit from the very up-to-date knowledge and scientific experience that young people, still in or just out of university, bring with them. Also, many companies and orga-

nisations mention that the outside perspectives which trainees offer can exert a very stimulating influence on their own workforce. At the same time, well-qualified and interculturally well-prepared staff with foreign language skills, who are happy with a temporary assignment and usually lower benefit and salary expectations, are hard to find and much needed by many employers. In that case, career training becomes mutually profitable, as long as the trainee matches the company's needs and the employer is prepared to offer some supervision and guidance and, within very reasonable limits, to support the university in monitoring the success of the internship.

### **Combined Training, also serving the preparation of scientific papers**

can be best described as a very target-oriented type of Career Training which, in addition to the practical training aspect, is utilised by trainees as a source and basis for an important scientific paper. This is usually their bachelor's or masters' thesis, which is commonly required as the final assignment students have to submit. The topic develops from the student's individual course of study and, growing out of real life considerations, matches the tasks and working areas of employers in the field. Very often, companies define those topics as part of their own search for results in a given field. They can make good use of their dedicated and specialised trainees who carry out related research,

experiments, surveys, or any other relevant project or fieldwork. In return, trainees need to rely on the employer's permission to use the results in their thesis. Occasionally and after signing an agreement, such projects may also profit from the university's resources.

For employers, the great advantage of the Combined Training arises from dealing with very advanced students close to the end of their studies. Thus, they are fully qualified to tackle complex and demanding tasks and to find solutions that can very often be of great value to the company's objectives. The practical relevance will always form the core of this type of training, which is of additional significance in countries where work permits for pure research are much harder to obtain than those for practical training components.

## **Work & Travel ACTIVITIES**

have always been considered as completely different from anything usually described as practical training. This view stems from the fact that the majority of »work & travellers« is usually looking for any kind of seasonal job, simply to earn some money in order to support themselves while exploring a foreign country. At the same time, those who work for extended periods (some visas under the Work & Travel category are valid for up to one year) clearly gather valuable insights into working life, and the industry they are occupied in. Seasonal work, devotedly and diligently done, surely offers important learning effects, too.

Furthermore, through the open nature of the Work & Travel programme, the work is not limited to just seasonal jobs, but also



covers more challenging positions. Work & Travel activities are mostly pursued in the summer and involve a time frame ranging from a few weeks to a couple of months (this framework strongly depends on the respective visa legislation in countries requiring work permits). Work & Travel may be the way to go for those students enrolled in programmes less strongly related to a potential professional field after graduation to spend some time in an operation that is of interest to them. Through Work & Travel, students of, for example, humanities, languages, or cultural studies have the chance to experience a very open and rewarding kind of internship. In some more socially oriented fields of study, volunteer work and charitable projects come close to this type of work training. They can sometimes also be utilised to gain significant international work experience.

## Organisational and Legal Aspects

### Time frames

Occasionally things may happen »over night« (and work out well, when interests match), but usually, both employers and interns prefer to plan ahead of time. The planning pattern most often followed by Bremen students will have them contact potential employers about six months before the proposed internship starting date. If employers wish to be contacted earlier, this can be published in a job advertisement in our online job fair. The Career Center and the cooperation partner of the online job fair will be happy to help:

→ <https://www.uni-bremen.de/en/career-center/employers/job-portal>

Overall, the aim should be to sign (or confirm reliably by email) an internship agreement at least two months before the start date; three months would be ideal and are essential in those cases where interns need to apply for a work permit. Given the fact that there are a number of practical and administrative tasks to be accomplished before your trainee is ready to leave, »the sooner, the better« is a good motto to keep in mind when it comes to making the final decision.

## **Working HOURS**

as well as any other work-related rules are, of course, under the jurisdiction of the employer. Interns would usually expect a full-time assignment of around 35 to 40 working hours per week, which is a

prerequisite for their mandatory practical training periods. They are certainly ready to work overtime when necessary and would appreciate to hearing in advance how overtime may be compensated. As trainees on temporary assignments, students from Bremen would normally not expect many benefits. However, they would more than gratefully accept them if the employer is ready to offer them, for instance a few days leave for longer-lasting assignments. Overall, one of the ideas of an international internship is for the interns to immerse themselves in the foreign working environment, prepared to accept the existing national or company terms. Experience has shown that the more transparent these rules are made to future trainees, the less likely is the risk of any misunderstandings. Therefore, as an employer, please do not be

surprised when applicants tactfully enquire about these aspects of their potential assignment. This is driven by the intent to know, to be well prepared, and to comply.

## **Financial matters**

The same is valid for any questions regarding possible compensation for the work interns contribute to during their stay: it is absolutely at the company's discretion what they may want to propose in terms of payment, which sometimes is also regulated by national legislation. No one expects high salaries for a practical training period, and those students who can afford it are sometimes willing to accept unpaid excellent and rewarding assignments. Every applicant certainly knows how valuable a good assignment is for

their professional and personal development and would not regard any international internship position primarily as a source of income.

Most students live on tight budgets but are nevertheless willing to carry all expenses for their journey to their destination country and to and from their place of work. However, any compensation (occasionally, free housing has turned out to be a good option) an employer can afford towards the trainee's living expenses is more than appreciated. In some cases, this may be vital for the students to be in a position to cover their costs financially. Particularly in the case of well advanced and highly qualified students, many employers have, in recent years, considered this a matter of fairness towards their interns, who will always be less expensive

than regular staff, and frequently almost similarly qualified.

Trainees will always try not to depend on internship salaries. There are ways to receive small grants from several sources for internship periods abroad, but competition is fierce. Those who apply for travel and/or maintenance grants will often depend on the employers' willingness to fill in a few forms to support their application, demonstrating the relevance of the training to their studies. These formalities will differ from programme to programme. As an employer, you can be assured that applicants are entirely in control of their grant applications, and will keep the administrative efforts for the employer at a minimum. Some grant schemes are supervised by state or university authorities, and they pursue the same approach: to

make it as easy as possible for employers to support their future trainees with these applications.

In summary, there are no rules or regulations on payment for a practical training period. It is up to the employer to decide what is possible under the given circumstances. However, any compensation offered will be gratefully accepted. If the employer decides to pay any compensation, that national tax laws fully apply, and trainees have been made aware of that when they attended orientation sessions in Bremen.

### **Insurance matters**

We strongly advise our students to take care of their own insurance matters be-

fore they leave Germany, and also to ask the insurer to provide some sort of descriptive proof of coverage in English. Ideally, students will arrive at their destination holding a comprehensive insurance package covering health and accidents and, very often, personal liability. Therefore, employers abroad should have no obligations to handle any insurance matters for their interns other than those prescribed by national laws (as was mentioned above regarding taxes).

Simplified procedures exist for EU (and European Economic Area) students when they travel to other EU countries. Based on of the European Health Insurance Card, EU citizens are entitled to receive immediately necessary medical treatment in all member states, according to local regulations and conditions while they are

staying abroad. Nevertheless, to avoid any possible gaps in health insurance coverage, even EU students will be advised in Bremen to obtain additional health insurance on top of their host country's public insurance package. In particular, work-related accidents should be part of these extra insurance schemes. Thus, employers should not have to worry about the health insurance of their trainees.

The same is true for non-EU companies and organisations (and EU employers receiving non-EU students). They can expect trainees to hold adequate health insurance coverage under a special »go-and-work-abroad« scheme they will have been told to obtain before departure. In countries that require work permits for student interns, visa regulations frequently require proof of sufficient insurance co-

verage before a work permit is granted. Since the University of Bremen is in no position to check up on the insurance situation comprehensively for every student, it is always a good idea for employers who are interested in these insurance matters to request their trainees to present a copy of their insurance contract in English.

Apart from health insurance which provides the most vital coverage students need when they travel abroad, local insurance schemes of the destination countries may apply. However, if employees on a temporary internship contract are exempt, employers should contact their national insurance agencies to find out about relevant rules in this area. Should any kind of social security scheme apply to interns from abroad, students have been informed in Bremen's pre-departu-

re orientation sessions to expect the respective costs to be deducted from their potential salaries, according to the regulations in the host country.

## **Work Permit**

Put very simply, the following guidelines help to answer the question of whether or not a student trainee from Bremen requires a permit to work, or the corresponding visa respectively:

- EU-students who are going to work as an intern in another EU country do not need a work permit.

Students going on working as an intern in their home countries, or in countries that have introduced relevant visa waiver re-

gulations between themselves and a student's home country, do not need a work permit.

In all other cases, a work permit is very likely to be needed before interns can enter the destination countries and start their internships. Applicants for trainee positions may raise this issue in their communication with potential employers. However, you can usually expect students from Bremen to have already been in touch with the consulates of their destination countries and have gathered some information about this issue beforehand.

Study-related internships usually fall under simplified procedures as far as obtaining a temporary work permit is concerned. Occasionally, visa requirements may even be waived if the working visit's objective

is to complement study and education. Of course, regulations and formalities differ between countries and are also subject to change from time to time. Local authorities dealing with the labour market or with educational affairs as well as the immigration authorities (under the supervision of the ministry in charge of foreign affairs) are the people to turn to for detailed information in case an employer is uncertain about the legislation in this area. It is generally helpful to point out the temporary nature of the planned assignment as well as the fact that the practical training the students pursue is part of their studies in their home countries.

In many cases, a cultural exchange visa can be utilised instead of a »regular work permit«, which minimises the efforts of all parties concerned. Also, in countries whe-

re special »Work & Travel« visa programmes exist, it is always worth exploring if such a visa could be used to accredit the intended internship period. Generally speaking, Work & Travel visas (appearing under different names, e.g. Working Holiday Maker (Australia, New Zealand) or Youth Mobility Programs (Canada)) are even simpler to apply for than for any »Training/Student Trainee/Internship«-visas that may exist. Consular or immigration authorities provide the necessary background information. In some countries, e.g. in the USA, applicants for such visas (both Work & Travel and Internship/Trainee) are required by law to become participants in authorised exchange programmes. These very often provide counselling services in this area and can also help identify the most adequate kind of work permit. As always, if there are com-

petitors in the field, it is well worth comparing programme prices and conditions. All in all, due to the widespread acceptance of international practical training as a desirable educational component, employers will find that hiring an intern will mostly create fewer administrative tasks than recruiting internationally for their regular work force.

## **Monitoring and Internship Agreements**

Internship agreements between employers and their future trainees develop out of the discussions and negotiations between those two parties. We at the University of Bremen think that employers know best what their company can provide and what it needs in terms of addi-



tional qualified staff. Equally, students can best explain what their expectations and necessities for practical training are. Therefore, it would only be under exceptional circumstances that staff from Bremen would get involved in any internship negotiations. Work experience assignments for students that are officially agreed upon by the faculty in Bremen and selected partners abroad follow their own development patterns.

At the same time, the university is greatly interested in learning about the successes, or possible weaknesses, of the practical trainings their students undergo. With mandatory internships, university staff responsible for recognising work experience as valid components of the students' curricula depend upon some input to be able to make a fair assessment of how

students have performed and about what they have accomplished. As a basis of such judgments, students will be asked to hand in a detailed report about their internships after they return. In the case of longer training periods, it may also be decided to continuously assess a trainee's progress, for instance through monthly or quarterly reports or similar. Most of the time, these reports will be prepared by the trainees themselves and will only require a signature from the company's supervisor. In this respect, the employers' co-operation is greatly appreciated and helps students to fulfil curricular requirements. Also, as various evaluations show, employers consider these monitoring systems often serving as an efficient tool to enhance and organise the communication between trainees and the departments employing them.

The University of Bremen would ask any employer who hires a student trainee to at least provide written confirmation of the practical assignment at the end of the internship. This confirmation should state the internship period, the hours worked per week and the departments which trainees were allocated to. Ideally, a short assessment of the employers' overall impression of the student's performance, efforts, and potential could be provided. In addition, if the student's supervisor would be willing to write a letter of reference, this could be useful for future employment applications.

Also, formalised internship agreements have proven to be very useful in terms of clarifying and defining the needs and expectations as well as some basic rules for the internship period. Working areas

and locations, as well as regular working hours and rules for possible overtime, can be specified here. Also, special duties and responsibilities the employer would like to point out, as well as details of the trainee's supervisor are worth to be put in writing. For your convenience, you will find a loo-

The image shows two overlapping forms titled "Work Experience Agreement".

The top form, "Work Experience Agreement", includes sections for:

- The Host Organization:** Organization name, Address, Contact Person, Telephone, E-mail address, Business registration, and Tax ID number.
- The Student:** Name, Address, Date of Birth, Telephone, E-mail address, and Student registration.
- Agreement:** A statement: "The Student agrees to take on the above stated training for a [ ] semester / [ ] semester with regular practical training [ ]".
- Duration:** From the start of [ ] months ending on [ ]
- Job description and tasks:** A large empty box for details.

The bottom form, partially visible, includes sections for:

- 2. Appointment date:** The agreement is based on [ ] working hours a week starting on [ ] 20[ ]
- 3. Employment period:** The student will perform the above stated training in the period [ ]
- 4. Details of the duration of the assignment:** The period of time to be worked for is [ ]
- 5. Additional information:** A large empty box for notes.

sely phrased sample internship agreement form at the end of this chapter. You could either use it as it is, or as a basis for any kind of agreement you may want to phrase yourself. A template version of this form can also be downloaded from

- Work Experience Agreement Sample (Fillable):

→ [https://www.uni-bremen.de/fileadmin/user\\_upload/sites/career\\_center/pdfs/PraxisInternational/Work\\_Experience\\_Agreement\\_\\_Fillable\\_.pdf](https://www.uni-bremen.de/fileadmin/user_upload/sites/career_center/pdfs/PraxisInternational/Work_Experience_Agreement__Fillable_.pdf)

## Co-operation

We hope that reading the previous pages has shed some light on the idea, objectives, and practicalities of hiring student interns from the University of Bremen. The

university appreciates your interest and would like to invite you to give it a thought, and then a try. Should you find that you need support in the selection process, or if you are planning to establish a continuing influx of trainees for your company, please do get in touch with the Career Center. We are very close to our students and the faculty, and could play a valuable role in publishing your vacancies as well as in screening students for you. This approach has, for some employers, already proven to be very useful and has sometimes become the beginning of a closer and ongoing co-operation. Employers have gained from hiring competent interns to learn from and, at the same time, practically support their own workforces, while trainees have profited by gaining extremely valuable practical insights. Often enough, the encounter between employ-

ers and students within the framework of a structured practical training experience has brought about some successful professional careers. We would therefore like to invite you to have a think about this approach and are hoping to hear from you soon.

The following outline, aiming to serve as a useful instrument, lists the most common steps and activities occurring in study-related internships. It is neither meant to be fully comprehensive nor to present an obligatory framework.

## Step by Step Checklist – The Way into Practical Training

### I. Enquiry Stage

- Students may contact employers to find out if internship positions are available,
- and to enquire about application formalities
- Alternatively, students find internship positions/job offerings online or making use of the Online University Job Fair at  
→ <https://www.uni-bremen.de/en/career-center/jobs-internships/job-fair>

### II. Application Stage

- Students send their application to employers

### III. Screening Stage

- Upon request, students submit additional information, e.g. references
- (Telephone) Interview

#### IV. Selection Process

- Employers make their choices and inform students about their decision and conditions

#### V. Acceptance Stage

- Students confirm acceptance of the position offered and the Internship agreement is signed

#### VI. Preparation Stage

- Students take care of visa applications, grant formalities, notifying their university about the internship, travel and arrival arrangements, and any other pre-departure issues (as applicable and/or necessary, with employer's support as needed (or as offered))

#### VII. Arrival Stage

- First day of work and introduction to the company/organisation
- Familiarisation, housing arrangements, setting up a bank account, registration with national/local authorities as required

## VIII. Practical Training Stage

- Integration of trainee into employer's work processes
- Common phases: Introduction to and learning about the company routines, adjusting to the position, rotating through departments, integrating into the team(s), hands-on training, attending meetings and intra-company trainings, taking on special assignments, interaction with supervisor
- Generation of an internship diary and/or feedback to home university, mid-term evaluation as agreed upon (trainee's duty)
- Final on-site evaluation

## IX. Post-Return Evaluation Stage

- Trainee reporting back to university staff
- Trainee presenting experiences and insights to fellow students
- Trainee taking care of formalities, e.g. tax forms etc. (as applicable and/or necessary, with employer's support as needed)

