Center for Internships
and Corporate Relations - Dep.1

Hochschule für
Wirtschaft und Recht Berlin
Berlin School of Economics and Law

<u>Contact</u> Room B 1.32 Monika Sakka (coordinator) <u>Office Hours</u> Tuesday 10.30 am - 12.30 pm _{via phone} Thursday 10.30 pm - 12.30 pm _{via phone and in person}		internship request praxis.studi@hwr-berlin.de Tel: 030/ 30877– 1257 scholarship request (Erasmus+) praxis.erasmus@hwr-berlin.de

Internship information - study course IBMAN

- Intended in the 7. Semester, optional from the 5. Semester
- Duration: full-time which lasts 5 to 6 month
- Correlation with the main studies and your career planning
- an internship abroad or in an international company

How to find an Internship

- Sending speculative applications
- Offers in our Portal GOpraktikum https://gopraktikum.hwr-berlin.de/de
- Check our moodle courses https://moodle.hwr-berlin.de/course/index.php?categoryid=842

For internships abroad
- Chambers of foreign trade (information and internship provider)
- Internship-organisations
- Check our moodle course https://moodle.hwr-berlin.de/course/view.php?id=64040

Internships for english speakers in Berlin
- http://berlinstartupjobs.com/internships/

Support from the Career Service
- In case of compiling the application documents, please make an appointment
- Inform yourself in moodle in the course Career Service

Steps to register for the practical semester

I. Before you start the internship please register your internship period in SAM and upload the following documents there
1. the Annex (registration document)
2. the contract, which has to be signed by company and the intern
3. the training plan – a short job description signed by the company

Please find the specific instructions to register and required documents here https://www.hwr-berlin.de/en/hwr-berlin/departments-and-bps/department-1-business-and-economics/studying-at-the-department/internship/ under this topic: **mandatory internship documents**

II. Register yourself for the following modules during the registration period
Supervision (course no: IBMAN-M41-F01)

How you will get your credits

1. passing the seminar (Supervision)	5 ECTS-Points
2. Certificate of employment (upload in SAM)	25 ECTS-Points

In case of further questions please feel free to contact us ☺

Module Description
Supervision   Module No. IBMAN-M41-F01

Level	Bachelor/ stage 2
ECTS-Credits / SWS	5/ 4
Total work load	150 hrs
Individual Study Time, Assessment Time and Preparation	90 (contact time 60)
Learning language	English
Teaching methods	Seminar (lecture, project work, action-learning, assertiveness role play, class discussion, short written essays)
Mode of delivery (face-to-face, online-learning etc.)	On-line real time conference environment (evening courses)
Person responsible for the module	Prof. Dr. Marcus Birkenkrahe
Objective	To support the students in their internships.
	To keep the students connected to the university during their internships.
	To teach the students assertiveness skills and concepts which they can use to improve their internship experience and get the most out of it.
	To help the students learn to formulate their goals and set their boundaries in work situations and conflicts.
	To keep the students focussed their next steps, in particular with regard to their Bachelors Thesis.
	To create and maintain a network between the students that will enable them to support each other through the internship and form the basis of their future professional networks.
Content	Assertiveness concepts and techniques with a particular emphasis on the internship and internship-related issues such as - getting constructive feedback, - asking for instructions and training, - getting credit for achievements, - setting realistic work goals with supervisors, - asking for appropriate responsibilities - negotiating with colleagues - standing up for rights maintaining work-life balance How to structure a role play in order to safely observe the effects of different behaviours Evaluation, discussion and post-mortem of learning and work experiences How to network inside and outside of their cohort Problem-based teaching and learning in 3D virtual worlds

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