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<b>Office Hours</b> Tuesday 10.30 am - 12.30 pm via phone Thursday 10.30 pm - 12.30 pm via phone and in person		scholarship request (Erasmus+) <a href="mailto:praxis.erasmus@hwr-berlin.de">praxis.erasmus@hwr-berlin.de</a>

## Internship information - study course IBMAN

- Intended in the 7. Semester (with regular 180 ECTS points), optional from the 5. Semester (**with at least 110 ECTS points**)
- 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 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 |

## Module Description

1. Module No./ Code	IBMAN-M41-F01
2. Course Title (original):	Kein Äquivalent in BAB verfügbar
3. Course Title (english):	Supervision
4. Short title	IB-Prax1
5. Courses within the module	
6. Level	Bachelor
7. Segments	[S] Bachelor/stage 2 (Main study programme)
8. Group of participants	Free for guest students
9. Subject area (Facheinheit FB 1)	Supervision, Work Experience, Self-Management
10. Duration	1 semester
11. Offering cycle of the module	every semester
12. Number of ECTS-Credits	5
13. SWS	4
14. Total work load (in hrs.)	150
15. Individual Study Time, Assessment Time and Preparation	90 (contact time 60)
16. Applicability of the module	Bachelor
17. Prerequisites for participation	Enrollment; application of the internship („praktisches Studiensemester“) and registration and upload of the required internship documents in SAM (Additional note: normally 180, but at least 100 ECTS credits are required for the start of the practical phase)
18. Learning language	English
19. Form of exam/ assessment method	[SL] Studienleistung
20. Teaching methods	Seminar (lecture, project work, action-learning, assertiveness role play, class discussion, short written essays and further individual tasks)
21. Mode of delivery (face-to- face, online-learning etc.)	On-line real time conference environment (evening courses) Learning management system
22. Additional information	Kickoff meeting, scheduled presentations, collegial counselling, individual tasks
23. Person responsible for the module	Prof. Dr. Katrin Böttcher
24. Objective	<ul style="list-style-type: none"> <li>• Support Internships: Provide guidance and support to enhance students' internship experiences.</li> <li>• University Connection: Maintain a strong connection between students and the university throughout their internships.</li> <li>• Develop Assertiveness: Teach assertiveness skills and concepts to help students improve their internship experience and maximize its benefits.</li> <li>• Goal Setting and Boundaries: Assist students in formulating their goals and setting boundaries in work situations and conflicts.</li> </ul>



	<ul style="list-style-type: none"> <li>• Focus on Future Steps: Keep students focused on their next steps, particularly regarding their Bachelor's Thesis.</li> <li>• Network Building: Create and maintain a network among students to enable mutual support during internships and lay the foundation for future professional connections.</li> </ul>
<p><b>25. Content</b></p>	<p>Concepts and techniques with a particular emphasis on the internship and internship-related issues such as</p> <ul style="list-style-type: none"> <li>• Getting Constructive Feedback: Strategies for soliciting and responding to feedback effectively.</li> <li>• Asking for Instructions and Training: Techniques to request guidance and additional training confidently.</li> <li>• Getting Credit for Achievements: How to ensure your accomplishments are recognized.</li> <li>• Setting Realistic Work Goals with Supervisors: Collaboratively setting achievable and meaningful goals.</li> <li>• Asking for Appropriate Responsibilities: Methods to request tasks that align with your skills and career goals.</li> <li>• Maintaining Work-Life Balance: Strategies to balance professional demands with personal life.</li> <li>• Networking Inside and Outside of Their Cohort: Building professional networks within and beyond the immediate peer group.</li> <li>• Analyzing Hiring and Career Development Processes: Understanding and evaluating recruitment and career advancement practices.</li> <li>• Analyzing Work Culture, Hierarchy, and Values: Examining the organizational culture and structure to navigate and succeed within it.</li> <li>• Self-Assessment of Skills and Necessary Development: Identifying strengths and areas for improvement.</li> <li>• Career Aspirations, Market Research, and Accomplishments: Setting career goals and understanding the job market to align aspirations with opportunities.</li> <li>• Self-Study: Leading Yourself - Personal Strengths: Recognizing and utilizing personal strengths to excel in your roles and contribute effectively to your work environments.</li> <li>• Social Networking: Understanding the importance of networking, maintaining business contacts, and the role of small talk in professional networking.</li> <li>• Personal Reflection on Assertiveness in Current Corporate Setting: Reflecting on personal assertiveness within the current internship environment.</li> <li>• Difficult Situations in the Workplace: Role-play exercises and reflections on handling challenging workplace scenarios.</li> <li>• Collegial Counselling: Self-directed group sessions to develop solutions to professional questions or problems, and cope with difficult situations.</li> </ul>