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 e-learning platform moodle (Beratungsangebote der HWR/Informationen zum Praktikum/ FB1 - Praktikumsbörse)
- Online internship offers (see this list in moodle)

For internships abroad

- chambers of foreign trade (information and internship provider)
- Internship-organisations

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 submit us the following documents
   1. the Annex*
   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

* look at our website
** use the documents from this website or the internship contract from the company itself

II. register yourself for the following modules during the registration period
   1. Supervision  (module no: 401591)

How you will get your credits

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

By completing the internship and the seminar you will get 30 ECTS-Points
## Module Description

### Supervision

<table>
<thead>
<tr>
<th>Module No.</th>
<th>401591</th>
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### Module No. 401591

<table>
<thead>
<tr>
<th>Level</th>
<th>Bachelor/ stage 2</th>
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<tbody>
<tr>
<td>ECTS-Credits / SWS</td>
<td>5/ 4</td>
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<tr>
<td>Total work load</td>
<td>150 hrs</td>
</tr>
<tr>
<td>Individual Study Time, Assessment Time and Preparation</td>
<td>90 (contact time 60)</td>
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<tr>
<td>Learning language</td>
<td>English</td>
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<tr>
<td>Teaching methods</td>
<td>Seminar (lecture, project work, action-learning, assertiveness role play, class discussion, short written essays )</td>
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<tr>
<td>Mode of delivery (face-to-face, online-learning etc.)</td>
<td>On-line real time conference environment (evening courses)</td>
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<tr>
<td>Person responsible for the module</td>
<td>Prof. Dr. Marcus Birkenkrahe</td>
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### 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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In case of further questions please feel free to contact me 😊