



<p><u>Contact</u> Monika Sakka (coordinator)</p> <p><u>Office Hours</u> Tuesday 10.30 am - 12.30 pm Thursday 4.00 pm - 6.00 pm</p>	<p>Room B 1.32</p>	<p>internship request praxis.studi@hwr-berlin.de Tel: 030/ 30877– 1257 scholarship request (Erasmus+) praxis.erasmus@hwr-berlin.de</p>
------------------------------------------------------------------------------------------------------------------------------------------------	--------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Internship information - study course IBMAN

- Intended in the 7. Semester, optional from the 5. Semester
- Duration: full-time which lasts 5 to 6 months
- 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

Center for Internships and Corporate Relations - Dep.1



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

Module Description

Supervision **Module No. 401591**

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	<p>To support the students in their internships.</p> <p>To keep the students connected to the university during their internships.</p> <p>To teach the students assertiveness skills and concepts which they can use to improve their internship experience and get the most out of it.</p> <p>To help the students learn to formulate their goals and set their boundaries in work situations and conflicts.</p> <p>To keep the students focussed their next steps, in particular with regard to their Bachelors Thesis.</p> <p>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.</p>
Content	<p>Assertiveness concepts and techniques with a particular emphasis on the internship and internship-related issues such as</p> <ul style="list-style-type: none"> • 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 <p>maintaining work-life balance</p> <p>How to structure a role play in order to safely observe the effects of different behaviours</p> <p>Evaluation, discussion and post-mortem of learning and work experiences</p> <p>How to network inside and outside of their cohort</p> <p>Problem-based teaching and learning in 3D virtual worlds</p>

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