



Internship in the Master Programme

- needed if you start with 180 ECTS-Points -

- Intended in the 3rd semester
- Duration: full-time which lasts 5 to 6 months
- Correlation with the main studies and your career planning

How to find an Internship

- Use our e-learning platform [moodle](#)
 - ⇒ **Beratungsangebote der HWR** ⇒ **Informationen zum Praktikum:**
 - [FB1- Praktikumsbörse](#) (internship offers)
 - [FB 1 – Praktikumsinfo](#) (lists of internships/companies from previous students)
- Sending speculative applications
- Offers on the websites from companies and institutions
- Career fairs (e.g. connecticum)
for internships abroad:
 - chambers of foreign trade
 - Internship-organisations

2 steps to register for your practical semester

Please register your practical semester at our office, this requires to submit the following documents **before** starting the internship (via e-mail, post or personally)

I. SUBMIT THE FOLLOWING DOCUMENTS

1. the annex
2. the contract, signed by student and company/institution
3. the training plan – a short job description signed by the company

II. REGISTER YOURSELF IN THE INTERNSHIP COURSE DURING THE REGISTRATION PERIOD IN CAMPUS4U

1. Internship seminar 699091 (choose the group you are listed in the master information course in moodle)

How to get your credits

By completing the internship and the seminar (699091 Praxisseminar) you will get 30 ECTS-Points if

<ul style="list-style-type: none">▪ <u>all documents</u> are complete (Annex, contract, training plan) and a Certificate of employment <u>after</u> finishing the internship	29 ECTS
<ul style="list-style-type: none">▪ the internship seminar is passed	1 ECTS

Please find all required documents on the website: <https://www.hwr-berlin.de/hwr-berlin/fachbereiche-und-zentralinstitute/fb-1-wirtschaftswissenschaften/studieren-am-fachbereich/praktikum/>



699091 Praxisseminar Master (full class attendance is mandatory)

There are two parts:

1. **Kick Off meeting** before starting the internship (June/July)
2. **Seminar** with presentation, reflexion and discussion after the internship (April/May of the following semester)

Seminar Information

Required Preconditions:

Finalized work placement of min. 5 month

Learning Outcomes and Competences:

After having accomplished the placement seminar students have:

- reflected about their work achievements during the placement
- reflected about their personal appearance and behaviour in a professional environment
- reported their work experiences in a structured way
- compared their experiences with their personal objectives and expectations

Content of Course:

- presentation of placement reports
- discussion of each presentation
- exchange of work experiences amongst all students
- feedback of lecturer if appropriate

Criteria for a pass grade

- Full class attendance, i.e., attending classes is mandatory
- Submitting the term paper (work experience report) by the stipulated deadline
- Work experience presentation (approx. 20 min + 10 min discussion)
- Presentation documentation (handout, slides on paper, agenda, overview, etc)

If you have questions, please contact us 😊

<u>contact</u> Monika Sakka (coordinator) Tel: 030/ 30877 – 1257 Room B 1.32 (currently no visits possible)	internship request: praxis.studi@hwr-berlin.de Doing the internship in European countries, scholarship request (Erasmus+): praxis.erasmus@hwr-berlin.de
<u>Office Hours</u>	Tuesday 10.00 a.m. -1.00 p.m. Thursday 10.00 a.m. - 1.00 p.m.