

Internship in the Master Programme

- needed if you start your Master with 180 ECTS-Points -

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

How to find an Internship

- Check our portal [GOPraktikum](#)
- Use our offers in [moodle](#)



FB 1 – Infos zu Pflichtpraktika im Ausland

FB 1 – Infos zu Pflichtpraktika im Inland

- information about internships in Germany abroad
- tips and lists of internships from previous students, FAQs

- Check the websites from companies and institutions
- Career fairs (e.g. connecticum)
- Internships abroad
 - chambers of foreign trade
 - check the above mentioned moodle course
 - Internship-organisations

2 steps to register for your practical semester

Please register your practical semester in SAM in the submission “Internship”

I. REGISTER YOURSELF FOR THE INTERNSHIP PERIOD IN SAM (Master-P01-F01)

Please check the topic “mandatory internship documents” and **follow the instructions for internship registration:** <https://www.hwr-berlin.de/en/hwr-berlin/departments-and-bps/department-1-business-and-economics/studying-at-the-department/internship/>

II. UPLOAD THE FOLLOWING DOCUMENTS* IN SAM

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

Your internship seminar

You'll get registered from the internship office in this course in wintersemester. Please note the full class attendance and check the meeting dates in SAM in the beginning of October. For more information please read page 2

How to get your credits

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

▪ <u>all documents</u> are complete (registration document, contract, training plan) and a Certificate of employment is uploaded in SAM <u>after</u> finishing the internship	29 ECTS
▪ 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/>

Seminar Information

Objective	Through the internship seminar, there is an interlocking of university and practice during the compulsory internship. It is therefore completed parallel to the practical study semester or in the subsequent semester. The contact between the students and the university is kept and the students receive support during their practical phase. The course will discuss the students' individual internship situation, compare it with internship situations of other participants, analyse problems and identify possible solutions. Hereby, a theoretical foundation of the problems at the work placements is provided as well as the possibility for students to network among themselves and the university with internship providers.
Content	<p>There will be an exchange of ideas and experiences regarding the following aspects:</p> <ol style="list-style-type: none"> 1. Presentation of the company / internship provider <ul style="list-style-type: none"> Internal company analysis (esp. organisation / legal form / organisational chart, product / service portfolio, human resource management, corporate culture / corporate identity) External company analysis (in particular company and market: market share and market development, analysis of competitors: regional, national, international) 2. Job description <ul style="list-style-type: none"> Outline of the internship position Presentation, analysis and evaluation of the tasks during the internship Reflection on social integration in the company 3. Analysis of a theory-practice interlocking <ul style="list-style-type: none"> Critical analysis and evaluation of the extent to which previous studies, especially the chosen specialisation, qualify for the internship. 4. Personal assessment of the experience gained during the internship with regard to <ul style="list-style-type: none"> Tasks and support (e.g. adequacy of tasks assigned, adequate feedback) Working environment, colleagues, supervisors (e.g. collaboration with colleagues, relationship with supervisor, working atmosphere) Self-assessment (e.g. commitment, meeting of requirements) General issues (e.g. overall assessment of the internship)
Learning outcomes (ILO)	<ul style="list-style-type: none"> ILO 1: The students can describe the company and their internship position and classify it in a general business context. ILO 2: The students can describe their internship tasks and realise their contribution to the company. ILO 3: The students realise the competences they already acquired during their studies and can apply them in their internship. ILO 4: The students can evaluate the experiences gained during their internship and classify them in comparison to those of others. ILO 5: The students recognise crucial subject-specific and non-subject-specific deficiencies and develop strategies with other participants to overcome these deficiencies. ILO 6: Networking of students among themselves ILO 7: Networking of the university with the internship companies

If you have further questions, please feel free to contact us 😊

Contact

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Office Hours

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Thursday 10.00 a.m. - 01.00 p.m. via phone and in person

mail

internship request:

praxis.studi@hwr-berlin.de

internship in European countries, scholarship request (Erasmus+):

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