

Agreement
on the completion of an internship with an alternative
organization group in accordance with § 11 subsection 4 of the practice
regulations for the Bachelor's degree program in Social Work (dual) at the
Catholic University of Applied Social Sciences Berlin (KHSB)
(Internship agreement with organization)

between the state of Berlin, represented by
_____ [agency]

address _____

contact _____
[HR]

phone _____

E-Mail _____
(hereinafter referred to as "training provider")

and _____
[name of the student]
(hereinafter referred to as "intern")

and _____ [organization]

address _____

contact _____ [HR]

phone _____

E-Mail _____

practice instruction _____ [name]

_____ [qualification]

Deployment site _____ [if different]

phone _____

E-Mail _____
(hereinafter referred to as "internship site")

Preamble

The Bachelor's degree program in Social Work (dual) at the Catholic University of Applied Social Sciences Berlin (KHSB) combines academic studies at the university with practical studies in offices of the state of Berlin. The practical regulations provide for a one-off curricular internship in the 5th semester with a continuous duration of six weeks in a field of social work at an alternative organization group. For this purpose, the training provider of the state of Berlin, the intern and the person responsible at the internship site enter into the following agreement on the implementation of the internship at the alternative organization group before the start of the internship.

§ 1

Start and duration of the internship

The internship begins on _____ and ends on _____.

§ 2

Basic information

(1) The intern is studying for a Bachelor's degree in Social Work (dual) at the KHSB. There is a study contract relationship with the training provider. The six-week internship at an alternative organization group, which is stipulated in the curriculum as part of the degree program, takes place in the 5th semester on the basis of the practical regulations for the Bachelor's degree program in Social Work (dual) in accordance with the corresponding module "Theory-Practice-Reflection" of the KHSB.

(2) This agreement is only effective if it has been confirmed by the KHSB, represented by the practice unit, in accordance with § 3 subsection 1 of the practice regulations for the Bachelor's degree program in Social Work (dual) at the KHSB.

(3) During the internship, the intern will continue to receive the agreed study allowance from the training provider. They continue to be insured with the training provider. No employment relationship is established with the internship site.

(4) Upon completion of the internship, the internship site issues a practice certificate about the performance and activities of the intern in accordance with § 11 subsection 5 of the practice regulations for the Bachelor's degree program in Social Work (dual) at the KHSB. The internship certificate is an annex to this agreement.

(5) Personal data of the student may not be disclosed to persons and institutions outside the training provider without the student's consent.

- appoint a suitable practice instructor (§ 7 of the practical regulations for the Bachelor's degree program in Social Work (dual) at the KHSB)
- contact the KHSB program coordinator in the event of serious problems and disagreements.

(2) To clarify questions regarding the content of the Social Work (dual) degree program, the internship site should contact the KHSB degree program coordinator and, in the event of contractual changes, the KHSB practice unit.

§ 6 Obligations of the intern

The intern undertakes to,

- comply with the objectives of the internship
- carry out the assigned work carefully and conscientiously
- document attendance times
- inform the internship site and the training provider immediately in the event of illness and to submit a medical certificate by the third day at the latest (from the 6th day of illness, the absence must be made up)
- observe the statutory provisions and applicable regulations of the internship site, in particular the duty of confidentiality and data protection
- contact the training provider in the event of serious problems and disagreements
- contact the KHSB program coordinator to clarify any questions regarding the content of the social work (dual) degree program
- prepare portfolio tasks for documenting and reflecting on practical experience as part of the module's own examination performance

§ 7 Termination for good cause

The agreement may be terminated prematurely by either party for good cause without notice after prior consultation with the training provider and the KHSB. This process must be in writing.

§ 8 Other agreements

(1) Amendments and additions to this agreement must be made in writing and require the consent of all cooperation parties.

(2) This agreement does not entitle the internship site to reimbursement of costs incurred in the fulfillment of this agreement. This does not apply to cases of damage that fall under the liability of the intern.

(3) Four identical copies of this agreement, including the signatures required from the cooperating parties, must be submitted to the KHSB practice unit no

later than four weeks before the start of the internship. The responsibility for obtaining the required signatures lies with the intern.

The agreement becomes effective after confirmation by the KHSB.

Berlin,

training provider

intern

practice site

The above agreement complies with the provisions for a six-week internship as part of the Bachelor's degree program in Social Work (dual) in accordance with the KHSB practical regulations applicable to this degree program and is confirmed and accepted by the KHSB:

Berlin,

KHSB practice unit