

**Internship agreement for the Bachelor's program in
Early Childhood Education and Family Studies**

Internship 1 (between 2nd & 3rd sem.)

between

Student participating in internship

| |
|------------------------|
| Student ID: |
| First name; last name: |
| Street: |
| Postal code; city: |
| Phone: |
| Email: |

and

Institution / enterprise

| |
|---|
| Institution/ organization/ company (<i>indication of department, if applicable</i>) |
| Represented by: |
| Street: |
| Postal code; city: |
| Phone: |
| Email: |

Instructor at the place of internship

| |
|---|
| Ms. / Mr. |
| First name; last name: |
| Profession/title: |
| _____ years of professional experience in the field of employment |
| Function at the entity: |

| |
|---|
| Name of entity (if different from institution/enterprise) |
| Type of entity |
| (Address of the place of internship if it differs from institution/enterprise) Street: |
| Postal code; city: |
| Phone: |
| Email of instructor: |

and the

Faculty of Applied Social Sciences

| |
|--------------------------------------|
| Internship Department |
| Phone: +49 (0)221 8275 3046 |
| Email: yildiz.yanboludan@fh-koeln.de |

1. General information

- (1) The institution operates in the field of early childhood education and care and has permission to do so in compliance with the legislation in place.
- (2) The internship of 400 hours duration is to be completed from _____ until _____, encompassing a workload of _____ hours per week. The student will take his/her vacation from _____ until _____.
- (3) The institution will ensure that a written internship objective will be agreed upon with the student and that the student will be able to complete the internship's assignments. Among these assignments are in particular: During his/her internship, the student will prepare a series of observations, which he/she will subsequently implement and reflect on. The student will create a strategic concept that adheres to teaching principles, addresses a specific focus and comprises all areas of employment previously stipulated.
- (4) Institution and student are to cooperate in creating the internship's assignments; the final paper to be submitted to Cologne University of Applied Sciences does not require authorization by the institution.
- (5) The institution is to make the student available for participation in virtual consultations and for written communication with university lecturers.

2. Stipulations

(1) The **institution**

- will assign a pedagogical expert with professional experience of at least 3 years to function as the student's instructor.
- will agree upon an individual objective with the student within the first two weeks of the student's internship at the institution.
- will collaborate with the Faculty of Applied Social Sciences in case specific problems arise which could interfere with the agreed objectives.
- will issue a qualified internship certificate at the end of the internship.

(2) The **student**

- will present this contract to the faculty 4 weeks prior to the beginning of the internship.
- will submit the internship objective to the Faculty by the end of the 3rd calendar week after having begun the internship.
- is to report his/her absence in case of sickness to the institution on the very same day. An absence of three days or longer must be attested to by a medical certificate. If the student's absence amounts to 10 percent (of a total of 400 hours), the faculty might not be able to recognize the internship. Should this be the case, the faculty should be contacted immediately.

(3) The **Faculty of Applied Social Sciences at Cologne University of Applied Sciences (CUAS)**

- will ensure the organizational and topical preparation, support and assessment of the internship in accordance with the examination regulations.
- will invite the institution to symposia and conferences on a regular basis.
- will offer advice and provide information on creating internship positions.
- will be available for contact if specific problems arise which could interfere with the agreed objectives.

3. Remuneration

- (1) The student will receive a remuneration of _____.

4. Termination of contract

- (1) In case of insurmountable differences, the contract can be terminated by all parties.

5. Insurance coverage

- (1) During his/her internship, the student enrolled at CUAS is by act of law insured against accidents in Germany only; the student is required to clarify beforehand whether internships abroad are covered by his/her insurance. In the event of an insurance claim, the institution is to submit a copy of the accident report to CUAS.
- (2) The enrolled student is exempt from payment of unemployment insurance premiums during his/her internship. He/she is also exempt from the mandatory payment of pension scheme contributions during his/her internship.
- (3) The enrolled student is covered by health insurance during his/her internship pursuant to the regulations on student health insurance; the student is required to clarify beforehand whether internships abroad are covered by his/her insurance. .

6. Privacy and confidentiality

- (1) All parties are required to adhere to the legal provisions and regulations in place, in particular in terms of confidentiality and privacy pursuant to the laws of the individual state or country.

CUAS representative:

Institution:

Student

signature

signature

signature

date/ stamp

date/ stamp