

Internship Regulations for the Language Center

Dear (prospective) Interns,

These internship regulations are intended to give you a broad overview of the steps you need to take before embarking on an internship, and what your internship with us will consist of. Please do not hesitate to ask us about any individual points in the document should anything remain unclear to you. We are looking forward to having you join our team!

What we can offer you

- Before you start your internship, we will develop an internship plan with you which will include an overview of the individual stages of your internship, your contact persons, and the number of hours you will spend with us. It is a precondition for you commencing the internship that both you and we consent to the plan.
- You will be supervised by the head of the subject area and at least one member of the teaching staff (usually a sessional lecturer). We will provide you with an introduction to your duties, a general introduction to the Language Center, as well as additional useful information. We will give you feedback on your project work and where applicable on your observed classes. We also ask you to provide us with your feedback on your internship.
- You will gain an insight into the administration and planning of the courses in your subject area, and in other subject areas upon consultation (e.g. in the planning and setting up of new courses, client contacts etc.).
- You will be given the opportunity to observe individual language learner support sessions and/or classroom teaching sessions (these can take place online as well as in person).
- You will have the opportunity to assist with the design of individual class sessions and/or participate in relevant materials development in collaboration with the teacher responsible or the head of the subject area.
- You will gain an insight into and be involved in the day-to-day workflows in the Language Center (e.g. team meetings). When other events are scheduled (e.g. language evenings, lectures, workshops, information meetings) you will also have the opportunity to attend and even participate in them.
- You will be eligible for an internship certificate. According to the internship agreement, this certificate can also include an appraisal of your professional skills should you desire.
- You will be provided with a work space at the Language Center which is usually equipped with a desktop PC.
- Unfortunately, we cannot offer you any remuneration for your internship. Please understand that we can only offer a limited number of internship places each semester.

What we would like you to offer us...

- Diligence, punctuality and dependability are prerequisites for a productive working relationship.
- We would like to see you take the initiative in your approach to fulfilling your internship aims and complying with our agreements.
- In your day-to-day work, you are obliged to follow the instructions issued to you by the Language Center staff. Please meet and confer regularly with your supervisors.
- We expect you to take part in any training activities offered during the course of your internship.

- As an intern, you are bound to follow the staff regulations issued by the German civil service, e.g. the duty of confidentiality regarding employee data, rules governing corruption, etc.
- As a precondition for your internship, we would like you to demonstrate a professional aptitude for the position over and above a purely personal interest.
- International students require German or English at least at the B1 level in order to be considered for an internship. If you are interested in doing an internship in a further language, applicants should additionally have attained at least level B2 in this language.

What you need to do and clarify before your internship

- Your initial contact with the Language Center should take place **at least 12 weeks** before you intend to commence your internship.
- You should complete the majority of your internship in person at the Language Center.
- You should submit the following documents with your application for an internship: a curriculum vitae, a letter of application (containing the number of hours envisaged, aims, personal motivation and any special needs, where applicable), school enrolment certificate or university enrolment certificate, and for mandatory internships also a copy of the relevant passage from your study regulations.
- You must arrange for a personal meeting with the head of subject area, the member of teaching staff and the Language Center management before you can be offered an internship.
- During or shortly after the meeting, you will receive an official confirmation of your internship from the Language Center if you meet the personal profile and fulfil the anticipated time frame.
- If your application is successful, we will then issue you with an internship plan (see above).
- If you are applying as a student, you are responsible for establishing in advance with your school whether you will receive accreditation for your internship for your course of studies.