

LEARNING AGREEMENT for the State Approval Module

Please present the original and two copies of the Learning Agreement for signature to the lecturer at the latest four weeks after the start of the Supervision Seminar. The Learning Agreement is a compulsory part of the examination achievements required of students on the Social Work/Social Pedagogy programme from the 2015 Examination Regulations onwards and of students on the Early Childhood Education and Family Studies programme.

The following Learning Agreement is agreed between

(Internship provider's name, address, telephone, email, instructor's name)

and student

(Student's name, address and email)

*Please formulate between one and three learning objectives for each of the sub-points below. We recommend that you use the SMART principle, i.e. objectives should be **S**pecific **M**easurable **A**chievable **R**easonable and **T**ime-bound. A good way of checking an objective is to ask: How do I know if I have achieved my objective?*

1. Internship structure (time schedule and content)

If the internship is divided into phases, such as an introductory and orientation phase, a trial phase/phase of independent working and a final phase, these can be entered here and the agreed learning objectives assigned to the different phases.

2. Learning objectives related to the target group:

These can include the following topics: Ways to enter into initial contact with the target group, analysis of their circumstances, resources and requirements, theoretical principles and studies, ideas for target group participation, conclusions in relation to objectives, approaches, methods and activities. These are selected examples. Please set your own priorities.

3. Learning objectives related to the host organisation and its area of activity

These can include the following topics: Host organisation's executive structure, organisational form, organisation chart, communication channels and decision-making procedures, organisational culture, legal mandate, legal base, finance, concept, rules regarding administrative tasks and documentation, involvement of the executive body in the respective field of activity, e.g. expert panels and professional associations. These are selected examples. Please set your own priorities.

4. Learning objectives related to the socio-spatial and socio-political context

These can include the following topics: Integration in the social area as well as impact of conditions in the social area on work at the host organisation, cooperation structures, co-work in social area teams, networks and working groups, important socio-political bodies and decision-making structures. These are selected examples. Please set your own priorities.

5. Practical project

This is a project that students plan, conceptualise and put into practice independently or a specific task undertaken at the host organisation, e.g. practical everyday exercises with clients/children/families or the planning and implementation of a one-off or continuous group activity. The Internship Report should comprise a written presentation of conceptual

elements (needs analysis, theoretical considerations, objectives, methods, implementation). The student should reflect on project execution in consultation with the instructor and in the Internship Report in relation to the objectives set, methods applied, overall progression and the student's own professional role.

6. Learning objectives related to self-reflection

These can include the following topics: Strengths, resources, dealing with insecurities, contact, communication and behaviour patterns, professional role, biographical and (socio)cultural backgrounds (education, economic background, gender, etc.). These are selected examples. Please set your own priorities.

7. Supervision and communication arrangements

These can include the following topics: Supervision meetings with the instructor (time intervals, venue, duration...), contact to the instructor and communication between supervision meetings, meeting rules, wishes and expectations, procedures in the event of conflict between instructor and student (to whom can a student turn in a conflict situation?) These are selected examples. Please set your own priorities.

The Learning Agreement has been discussed in person and jointly developed.

Place and date: _____

Student's signature: _____

Instructor's signature: _____

Internship provider's stamp: _____

The Learning Agreement has been presented to me.

Place and date: _____

Supervision Seminar lecturer: _____

The student retains the original of the Learning Agreement. The Supervision Seminar lecturer retains a copy.

We wish you an inspiring and successful internship!