

LEARNING AGREEMENT

Two copies (learning objectives only without evaluation!) must be submitted to the internship office **no later than two till four weeks after the start of the internship.**

A copy of the approved Learning Agreement can then be collected from the Internship Office after its confirmation.

The learning agreement **including the evaluation** must be attached to the practice report.

Objective:

The learning agreement **serves to structure the content and organisation of the internship** and is intended as a **binding framework** for the design of the practical activity. The objectives formulated in the learning agreement are intended to help all participants to visualize the content, methods and time schedule of the internship and thus create transparency for the learning process.

The learning objective agreement also forms the **basis for regular reflection meetings with the practical training supervisor and for writing the practical report.**

Notes on preparation:

The learning objective agreement should be drawn up **jointly by the student and the practical supervisor in the first two till four weeks of the internship.** It is helpful to structure the content of the learning objectives agreement according to the **three phases of the internship:**

1. the orientation, familiarization and trial phase,
2. the consolidation and independence phase (action phase)
3. the final and evaluation phase.

The planning of the work placement is based on the specific tasks and learning content of the work placement as well as on the interests of the students and the learning objectives of the work placement module in accordance with the module handbook of the study and examination regulations.

Particularly with regard to the degree of independence, the assumption of responsibility and the complexity of the tasks, the placement planning should be aligned with the specified learning phases. When formulating the learning objectives, it makes sense to differentiate between the competencies to be acquired during the internship: **a) methodological** (intervention and/or prevention-oriented), **b) social-administrative** and **c) personal competencies.**

Attached to this learning agreement is a table structured by the three different phases **(1-3).**

For each phase the table is divided into sections for the different competencies **(a-c)** with an individual evaluation for each competence.

Between

(name, address, telephone number and e-mail address of the internship organisation)

(name of practice supervisor)
and

(name, address and e-mail address of the student)

and

HTWK Leipzig, Faculty of Architecture and Social Sciences, Karl-Liebnecht-Str. 145, 04277 Leipzig,
the following learning agreement is agreed:

Duration of the internship: from _____ **till** _____

Further agreements:

Date

Signature of the student

Date

Signature of the practice supervisor

**The Learning Objectives Agreement is approved by the Social Sciences Department of the Faculty
of Architecture and Social Sciences at HTWK Leipzig.**

Date

Signature/ Stamp Internship Office

Name of the internship organisation: (with address, telephone number, e-mail address)
Name of the practice supervisor:
Name of the student:
Duration of the internship:

In the following table, we ask you to formulate learning objectives in the respective learning phases together with your practice supervisor.

1.) ORIENTATION, FAMILIARIZATION AND TRIAL PHASE FROM _____ TILL _____ (1ST- 4TH WEEK)

- Getting to know, experiencing, trying out

LEARNING OBJECTIVES:		
methodological (intervention and/or prevention-oriented)	social-administrative	personal
EVALUATION OF THE LEARNING OBJECTIVES:		
<ul style="list-style-type: none"> • Observed methods / Implementation <ul style="list-style-type: none"> • Own activities / Tasks 		
methodological (intervention and/or prevention-oriented)	social-administrative	personal

2.) CONSOLIDATION & INDEPENDENCE PHASE (ACTION PHASE) FROM _____ TILL _____ (5TH - 17TH WEEK)

- Under supervision, specific tasks are increasingly carried out independently and appropriate learning objectives are pursued

LEARNING OBJECTIVES:		
methodological (intervention and/or prevention-oriented) objectives	social-administrative objectives	personal learning objectives
<p>EVALUATION OF THE LEARNING OBJECTIVES:</p> <ul style="list-style-type: none"> • Observed methods / Implementation <ul style="list-style-type: none"> • Own activities / Tasks 		
methodological (intervention and/or prevention-oriented)	social-administrative	personal

3.) **FINAL AND EVALUATION PHASE** FROM _____ TILL _____ (APPROX. 18TH - 20TH WEEK)

- organising the end of and evaluating the whole internship

LEARNING OBJECTIVES:		
methodological (intervention and/or prevention-oriented)	social-administrative	personal
<p>EVALUATION OF THE LEARNING OBJECTIVES:</p> <ul style="list-style-type: none"> Observed methods / Implementation <ul style="list-style-type: none"> Own activities / Tasks 		
methodological (intervention and/or prevention-oriented)	social-administrative	personal

Date and signature student

Date and signature practice supervisor