

LEARNING AGREEMENT FOR PRACTICE MODULE II (20-week advanced internship)

Submit **two copies** (learning objectives only, without evaluation!) to the Internship Office **no later than two to four weeks after the start** of the internship. A copy of the approved learning agreement can be picked up from the Internship Office after confirmation. The complete learning agreement with evaluation is to be attached to the internship report.

Objective:

The learning objectives agreement serves to provide a **substantive and organizational framework for the internship** and is intended as a **binding guideline for the structure of the practical work**. The objectives outlined in the learning objectives agreement are designed to help all parties involved clarify the content, methods, and schedule of the internship, thereby ensuring transparency in the learning process. The learning objectives agreement also serves as the basis for regular reflection discussions with the supervisor and for writing the internship report.

Guidelines for Preparation:

The learning objectives agreement should be developed **jointly by the students and the supervisor during the first two to 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 – approx. weeks 1–4,
2.) the consolidation and independence phase (action phase) – approx. weeks 5–17,
3.) the conclusion and evaluation phase – approx. weeks 18–20.

The planning of the internship is based both on the specific tasks and learning content of the internship organisation and on the students' interests and the learning objectives of the practice module, as outlined in the module handbook of the study and examination regulations. Particularly with regard to the degree of independence, taking responsibility, and the complexity of the tasks, internship planning should be aligned with the specified learning phases.

When formulating learning objectives, it is useful to differentiate according to the competencies to be acquired during the internship: **a) methodological (intervention- and/or prevention-oriented), b) social administrative, and c) personal competencies**.

The attached table, which outlines the specific learning objectives, is part of the learning agreement. The table is divided into three phases (1–3). For each phase, there are columns for the objectives related to the respective competencies (a–c), each of which is to be evaluated individually.

Between

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

(name of 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 supervisor

The Learning 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 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 supervisor.

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

- **Getting to know, learning about** - for example: I want to familiarize myself with how the NGO operates. To do this, I plan to talk to three different colleagues as well as read relevant documents and concepts describing the NGO and its work.

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 • 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 – for example: My goal is to be able to work independently using relevant software and documentation tools. I have achieved this goal to the extent that I can use these tools on my own without having to consult a colleague and can make entries independently in a way that is understandable to colleagues.

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** – for example: My goal is to be able to identify which work methods I found helpful or suitable for me. I intend to achieve this goal through the final reflection session with my supervisor.

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

Date and signature student

Date and signature supervisor