

## Letter of reference – which information does it contain?

The internship organisation needs to write a letter of reference after the student has completed the internship.

The letter of reference should contain information in form and content about the internship's process as well as an assessment regarding the successful or unsuccessful completion of the internship.

The Internship Office will factor the letter of the reference into the successful completion of the whole practice module. The internship organisation is asked to write the letter of reference in due time, in order to give the student the possibility to hand in all necessary papers not later than four weeks after the beginning of the following semester.

The **evaluation of the internship** attached to this document is part of the letter of reference and contains information about the general framework of the internship, the internship's process and the professional development of the student.

The internship organisation may use the pre-printed form of the university **or** use own forms in accordance with the following structure:

- 1. Name and address of the internship organisation**
- 2. Name of the student**
- 3. Internship period**
- 4. General framework of the internship:**
  - a) Short description of the field of work
  - b) Concrete area of work of the student
  - c) Activities and duties carried out by the student under supervision during the internship
  - d) Extent and frequency of the internship guidance
- 5. Evaluation of the student regarding:**
  - a) Achieving the learning objectives that were agreed upon in the learning agreement and the development towards acting independently in the area of activity
  - b) The internship organisation and the field of work
    - Identifying structures in the particular field of work and in the internship organisation
    - Specialised knowledge regarding the particular field of work as well as administrative knowledge
    - Ability to identify problems as well as contextualising and evaluating them
    - Accessing methodical skills as well as transferring them into concrete action
    - Developing solutions, objectives and alternatives, correspondence to reality
  - c) Personal growth
    - Ability to self-reflect
    - Creating relationships with the clients, dealing with individuals as well as groups
    - Creating relationships with colleagues, within the team
    - Ability and willingness to receive information as well as process it
    - Sense of responsibility and ability to work under pressure
- 6. Summarizing evaluation of the internship's process**
  - a) Overall impression of the professional personality of the intern
  - b) Testimony regarding the professional eligibility and statement about the successful completion of the internship
- 7. Date, stamp and signature of the internship organisation, signature of the practice guide**