

Letter of reference – which information does it contain?

The institution 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 Practice Department will factor the letter of the reference into the successful completion of the whole practice module. The institution 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 institution 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 institution**
- 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 institution and the field of work
 - Identifying structures in the particular field of work and in the institution
 - 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 institution, signature of the practice guide**

Letter of reference

(Due: not later than four weeks after the beginning of the following semester)

Practice Module I Practice Module II

1. **Student:** name, address, email address

2. **Institution:** name, address, telephone number, email address

3. **Practice Guide:** name, professional degree, telephone number email address

4. **Start of the internship:** _____ **End of the internship:** _____

5. **The student has completed the internship successfully.**

yes no

6. **The evaluation of the internship is attached to this letter of reference.**

yes no

7. **The letter of reference and the evaluation were discussed with the student.**

yes no

Place, date

Stamp and signature
of the institution

Signature
practice guide

EVALUATION (Attachment to the letter of reference)

- 1. General framework of the internship:** (Short description of the field of work, concrete area of work of the student, activities and duties carried out by the student under supervision during the internship, extent and frequency of the internship guidance)

2. Evaluation of the student regarding:

Achieving the learning objectives that were agreed upon in the learning agreement,
acquiring expertise and methodical skills
development towards acting independently in the area of activity

3. Description and evaluation regarding: the personal growth of the student (e.g. willingness and ability to self-reflect, openness to criticism, sense of responsibility, willingness to learn, ability to work in a team) as well as assessment of the professional eligibility