

# Das Betriebspraktikum / Internship

## When?

March 4 to March 15, 2024

## Where?

In Berlin or close surroundings (Brandenburg)

## Who to contact?

Tajo Vetterick

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# Internship/ Betriebspraktikum



## Why are students meant to do an internship?

- Internship is a fixed component of the Berlin curriculum and all schools have to participate (Senat Berlin)
- Give students first hand insight into the working environment
- Associate classroom instruction with experiences occurring outside their school environment
- Develop new associations and enhance classroom knowledge

# Which companies are possible?

- In general: all companies or institutions (craft, hospital, universities, retail etc.)
- **JFKS considers finding and choosing a company as part of the learning process** (In case of difficulties / problems regarding the application, please contact me (Herr Vetterick)).
- Two approaches:
  1. Choice based on future job interests
  2. Choice based on personal interests regardless future job plans (try something you think you won't do later on in your career)
- Restriction: Age of the students (some jobs require a certain age, for example hospital, police)
- Tip: Ask for your specific work to avoid frustration and boredom

# The Application

- Topic “Application” was part of the German class at the beginning of this school year (vita, cover letter, interview)
- Official application not always necessary (family, friends etc.)
- Tip: Apply to a company as soon as possible (sometimes long waiting lists, for example Zoo Berlin, courts)
- Contract between school and company has to be concluded (all contract papers can be found and downloaded on JFKS website)
- The contract is to be signed by the company first, then hand it in to me (Herr Vetterick)
- The principal then signs the contract and it will be sent back to the company

# The Contract

Name and address of the school  
Name and address of the company  
Student's name and class

Signature of company's person in charge  
Signature of the German principal of JFKS

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Annex 1

**Agreement (Contract)**  
on the completion of an internship / "learning by doing"

It is agreed between

the federal state of Berlin, represented by the school <sup>1)</sup>

the school <sup>2)</sup>

(name, address, phone no.)

and

the company / organization

the federal state  the administrative district  the city  the local municipality

..... represented by <sup>3)</sup>

the organization / entity of the Federal German government

..... represented by <sup>3)</sup>

the authority subordinate to the federal state of Berlin

(name, address, phone no.)

that:

1. in the period

from	5 March 2018	to	16 March 2018
from		to	
from		to	

an internship (learning by doing) will be completed at:

(name, address, phone no. of company, division or organization)

2. The following students of the above mentioned school will complete their internships there:

1.	
2.	
3.	
4.	

1) when concluding the agreement with a legal entity under private or public law  
2) when concluding the agreement with an authority subordinate to the federal state of Berlin  
3) delete where not applicable

Annex 1

3. The time spent in the company / organization per working day is \_\_\_ hours (excluding breaks).

4. The internship / learning by doing program is an event organized by the school. Its implementation is governed by the German implementing provisions on Dual Learning at Integrated Secondary Schools and Practical Training Programs at Grammar Schools (Ausführungsrichtlinien über Duales Lernen an integrierten Sekundarschulen und praxisbezogene Angebote an Gymnasien, abgekürzt: "AV Duales Lernen") as of 11 January 2012 in their latest version. The rights and duties of the school and of the external learning sites are integral parts of this agreement.

5. The teachers named in the Annex are in charge of the educational support pursuant to no. 13 (2) of the "AV Duales Lernen".

6. The staff of the external learning site whose names are listed in the annex are responsible for guidance and supervision of the students during the internship / practical training pursuant to no. 12 (1) sentence 1 letter b of the "AV Duales Lernen". They supervise the students assigned to them in the company / organization. Permanent delegation of the supervisory tasks to a third party requires an amendment of this agreement.

7. The company / organization hereby confirms that all measures were taken to fulfil statutory protection provisions, in particular those for adolescents and any accident prevention regulations, and to safeguard the other privacy rights of the students.

8. An annex is attached to this agreement comprising the declarations of undertaking of the teachers and company staff members whose names are listed in section 5 and 6. Before concluding the agreement the company / organization must receive the Information Sheet on Student Internships (learning by doing) issued by the German Senate Administration for Education, Youth and Science (Senatsverwaltung für Bildung, Jugend und Wissenschaft) as of January 2012.

Berlin, \_\_\_\_\_ (date)

\_\_\_\_\_  
Signature: School principal

\_\_\_\_\_  
Signature: Head of company / organization

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Contract papers can be downloaded  
on the JFKS website.

(<https://jfks.de/students/9th-grade-internship/>)

# Insurance/ absence due to illness

- The students will be insured against accidents for the entire time of the internship. (Senat Berlin)
- In case of illness, please inform the company and the school right away.
- Please hand in a doctor's note.



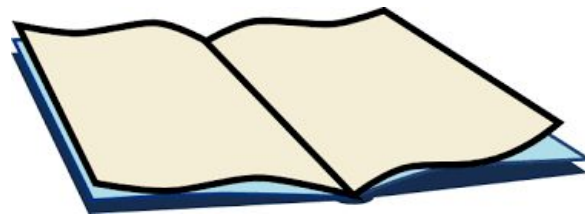
# The two weeks of the Praktikum

- The working time should be aligned to school times (no late night work)
- All students will be contacted/visited by a teacher to talk about experiences, fields of work, questions, problems etc. No assessment!
- Appointment will be made (some days) in advance
- All students are meant to protocol their daily work (Tagesprotokoll- the form will be sent out to the students)
- If there are any problems or questions...contact me (Herr Vetterick) via email right away

# The Internship Report



- Every student has to write a report on the internship. (4 pages)
- An outline will be given to the students by the German teacher.
- The report will be graded by the German teacher.
- The grade will be counted into the third quarter of your German grade.
- D3/D4 students (task will be given by the German teacher)





# Important Dates



- September 19, 2023 – Information Evening
- September 2023 to February 2024 – Application to companies  
(Please get in contact with the companies as soon as possible)
- January 29, 2024 – Handing in the contract papers (Deadline)
- March 4 to March 15, 2024 – Internship