Curricular Practical Training Agreement for First-Year Project

Curricular Practical Training Agreement

We confirm that we can offer

Mr/Mrs: …………………………………………………………………… Enrolment-No.: ………………………………

15 full-time days of practical training for the first-year project as required by the bachelor’s curriculum for social work (23.11.2015) at the Catholic University of Applied Sciences. The main purpose of this project is to give students an opportunity to gain practical experiences in the following areas of social work:

Name of the seminar accompanying the first-year project (M2):

Name/address of practice site:

The practical training will take place from ………………………… to ………………………………..

By signing this contract, the student, the practice site and the university promise to fulfil the following obligations:

The student shall systematically work through the selected topics from the accompanying seminar, apply them in practice and then address and reflect on these experiences at the seminar meetings. The student shall also make formal arrangements with regard to scheduling, focus and supervision for the practical training phase. (By signing this practical training agreement, the practice site and the seminar instructor indicate that they have approved these formal arrangements.)

The practice site shall enable the student to complete the practical training and shall support his or her learning by providing orientation in an area of social work and helping him or her get to know the relevant institutions, target groups, tasks, concepts and methods. Among other things, the practice site shall:
• work together with the Catholic University of Applied Sciences;
• provide an in-depth glimpse into the practice site’s areas of work;
• support the student’s learning and the tasks identified in the practical training agreement;
• carry out weekly supervisory sessions where the student receives feedback about practical skills, social abilities, self-competence, resources, developmental tasks and any conflicts that arise; and
• issue a certificate indicating that the student has completed a minimum of 15 days of practical training.

The working hours during the practical training shall correspond to those of full-time employees at the practice site. The student is not eligible for vacation days. Any days that the student misses must be made up later in coordination with the university and the practice site. In case of illness, the student must immediately inform the practice site.

Place, date

Place, date

Place, date

Signature or seal of the practice site

Signature of the student

Signature of the project director at the Catholic University of Applied Sciences

After being signed by the practice site, this agreement must be approved by the project director at the Catholic University of Applied Sciences before the practical training can begin. In addition, and also prior to the start of project, the student must submit a copy of this signed agreement to the practice site and submit the original to the curricular practical training office (Praxisbüro) at the Catholic University of Applied Sciences. The student should retain a second copy for his or her own records.