

# Orientation Internship Abroad

## *Information for schools*

The orientation internship is the first internship of the teaching degree and is the responsibility of the Department of Educational Sciences. It contains elements of an internship specific to educational sciences and elements of an internship of a mainly vocational function.

<b>Goals and contents</b>
<p><b>The students should:</b></p> <ul style="list-style-type: none"> <li>• become acquainted with the school as a place of learning and explore it;</li> <li>• become aware of the educational and advisory tasks of teachers and discern in which situations those tasks are significant;</li> <li>• observe the different learning processes of the pupils and carry out systematic observations in some individual;</li> <li>• get to know the planning, implementation and evaluation of lessons within the framework of work shadowing and reflection discussions and try themselves out in selected situations.</li> </ul>

### **Key data**

Duration	Minimum duration of 6 weeks. Deviating from this, students majoring in "Elementary Education" complete at least 3 weeks of the internship in the school and at least 3 weeks in an institution of the elementary sector.
Time in degree	The students are mostly in the second semester of the bachelor's programme.
Achievements/extent	<p>Depending on the type of school:</p> <p>Primary school: 90 hours of presence at the internship institution (observation, testing in standard situations) plus 30 hours of extra-curricular activities (participation in conferences, teamwork, parent meetings, etc.);</p> <p>Secondary school: 90 hours of presence in the placement institution, of which 60 hours are spent in lessons and 30 hours in extra-curricular activities.</p> <p>This results in 120 hours for primary schools and 90 hours for grammar schools/high schools, spread over 5 to 6 teaching weeks.</p>

### **Supervision and accompaniment**

At school	Mentor (a teacher from the school): Students do not have to be mentored by subject teachers of their own subjects. Students teaching on their own, without mentoring, is not intended.
From university	Accompanying seminars in educational science: The orientation internship is integrated into the curriculum of teacher education at the University of

	Bremen through preparatory and follow-up seminars. The experiences of the internship are reflected and recorded by the students in a portfolio.
The responsibility	The school management is authorised to issue instructions to the students. The supervisors of the university are responsible for the implementation of the academic part regarding professional matters.

### Certificate, formalities

Certificate	The training coordinator and the mentor must sign the relevant section of the mentor feedback form to certify that the training has been carried out in accordance with the requirements. <i>OR</i> The school (school management/training coordinator) confirms the successful completion of the school internship: students receive a written report from the school assessing their performance and developmental progress in the school internship.
Confidentiality	At the beginning of the internship, students must submit a confidentiality agreement to the school without being asked to do so.
Health certificate, vaccination certificate etc.	The school abroad informs the students <u>before</u> the start of the internship which certificates must be submitted for the internship to be carried out.

### What happens...

...in case of illness	Absences due to illness must be made up within the internship. The achievements must be fulfilled in any case. A medical certificate must be available from the 3 <sup>rd</sup> day of illness on. Please inform the students of how to deal with illness at your school.
...in case of accidents	The school informs the students <u>before</u> the start of the internship whether they are covered by the school's accident insurance in case of accidents occurring during the internship at the school or whether they have to take care of an appropriate insurance cover themselves.
...in case of problems	Please contact the university. Contact persons are: <ul style="list-style-type: none"> <li>• the Career Orientation Office of the Centre for Teacher Education and Educational Research for organisational questions</li> <li>• the person responsible for the internship at the university (if necessary, ask for contact information in the Career Orientation Office) for technical questions</li> </ul>

### Further information and contacts:

Centre for Teacher Education and Educational Research of the University of Bremen  
Career Orientation Office: International School Internships

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