

Fachhochschule Potsdam
University of
Applied Sciences

**Fachbereich Sozial- und
Bildungswissenschaften**

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Appendix 3

Recommendations: Assessment of internship (Course of studies Bachelor of social work, Modul 41a, University of Applied Sciences Potsdam)

Structural recommendations for internship assessment

Personal information on the internship, please include:

- first and last name of the student
- beginning and end of the internship
- period of assessment

Explanation on learn and task fields

- brief description of working fields
- brief description of duties
- description of learning objectives
- remarks on deviations from the training plan

Assessment of the trainee in terms of

- knowledge and skills and translating them into practical action
- ability and willingness to receive and process information
- relationship with clients, dealing with individuals and / or groups
- ability to identify, classify and evaluate problems
- development of solution concepts and alternatives to reach goals
- access to strategic concepts and methodological structure for its implementation
- communication skills (oral and written)
- identifying and understanding of conflict situation

- comprehend and assess of life situations
- ability to recognize and develop support opportunities
- ability to develop solutions to problems involving consequences
- methodical approach
- dealing with statutory provisions and correspondence with government agencies, internal and external correspondence
- capacity to accept criticism
- cooperation skills with colleagues / fellow, instructor / trainer, with staff in the agency and other cooperating institutions
- professional identity and attitudes to work
- degree of self-reliance in the determination of learning goals
- learning steps taken by the trainee and learning steps in the future
- what should the trainee improve (attitude, knowledge, skills)?

The final summary of the assessment must state:

The intern has (not) successfully completed the 800 hours internship in accordance with the training plan and the learning objectives at (*name of the field agency*) from DDMMYYYY to DDMMYYYY.

The Confirmation of the 800 hours during the internship must be done in writing.