

Information for Companies

Thank you for considering or having already decided to support one or more of our students in transferring their academic knowledge to practice.

Duration of the Internship/Work Placement

The internship covers a period of 100 working days of at least 7 hours a day. Missed working time (due to sickness or other personal reasons) must be made up. In this case, it is possible that a contract extension should be agreed upon to complete the internship in a coherent manner.

The internship should be completed as a block internship in the 7th semester of the regular course of studies, ideally at the beginning of the semester (March 15 or September 15). In founded exceptional cases, a division into several sections can be made. A coherent deployment period of 6 weeks should not be undercut. Special reasons in terms of content or organizational issues, such as project-related tasks, may lead to a deviation from this rule, e. g. if the internship can only be completed on certain days or at certain times of the day. In these cases, it must be ensured that the total volume of the internship meets the requirement of at least 100 working days of at least 7 hours per day. Part-time internships may not be less than 700 hours in total. In the following semester, the students have to write their bachelor thesis which can also be done in your company.

Legal Relationship, Objectives and Remuneration

The internship is usually based on a temporary training relationship between the students and the institution of the internship with the aim of gaining practical experience. The type of employment must correspond to the objective of the internship. Usually this employment relationship should be justified by an internship contract. Either an existing company contract or a sample of the NBS can be used, which we will gladly make available to you.

During the first 700 hours of work, there is no legal entitlement for the student to be paid.

The internship can only be carried out in certified internship companies in accordance with § 1,6 of the "Anerkennungsgesetz Soziale Arbeit" (Law on Recognition of Social Work). Only in this case, the completion of the internship allows the state recognition of the degree as a social worker in accordance with § 2,2 of the "Anerkennungsgesetz".

If the desired internship company has not yet been certified, the student can apply for a certification of the internship provider. To this end, documents of the company supporting the application must be attached. They have to refer to the following points:

The company ensures:

- The internship will be located in a field of social work suitable for the qualification.
- A regular and qualified instruction by a state-recognized social worker or socio-pedagogical expert (whereby practical instructions should be mentioned in the job description as a qualified activity) is guaranteed.
- The qualified employee will be able to participate in educational trainings.
- The prerequisites are created so that students can participate in internal organizational events related to the field of practice (staff meetings, supervision, conferences, trainings, etc.).
- The company lets the student take part in practical lectures at NBS.
- The instructor declares his or her willingness to write a qualified review at the end of the internship.
- The company is willing to cooperation with the sending institution/university. Contact persons are known on both sides.
- The company ensures the integration of the trainee into the company's liability insurance.

Supervision of and Support for the Student

For the duration of the internship, the students are looked after a permanent contact person ("company supervisor").

During the internship, the students create a company-oriented internship paper/report. In this paper, students document their ability to work on a study-specific problem solution in the practice of the internship company. The paper is intended to show that the student is able to apply scientific methods in practice appropriately and to independently write complex scientific texts that correspond to the principles of scientific work. The students are supervised by a teacher of the NBS ("academic supervisor"). Only this person decides whether the internship has been passed or not.

Students must submit the completed application for admission to the internship acc. to attachment B of the NBS Internship Regulations to the Central Examining Office at least eight weeks after the beginning of the semester. In this application, the desired topic of the internship paper is specified, the academic supervisor confirms with his or her signature the supervision of the student in the preparation of the internship paper with exactly this topic, and the company supervisor confirms with his or her signature that the creation of such a work is possible. Admission to the internship is decided by the Examination Board of the NBS Northern Business School. The academic supervisor will visit the student once at the chosen internship company, provided that it is located in the metropolitan area of Hamburg. It would be nice if he or she can talk to the company supervisor on this occasion.

Certificate

After completion of the internship, the company must provide the student with a qualified report in order to enable him or her to make a realistic assessment of the achievements and competencies shown from the company's perspective, to point out further career development opportunities and to present the proof of success acc. § 2,2 of the Law on Recognition of Social Work. This internship certificate must therefore contain the following information:

- a. Company and field of business/sector
- b. Family name, given name, date and place of birth of the student
- c. Duration of the internship (from – to)
- d. Description of the business activity
- e. Explicit number of missed working days (even if they did not occur)
- f. Tasks that the student has taken on
- g. Working methods and learning behavior of students, e.g. (see below)
 - Acquisition of expertise and methodological skills
 - Acquisition and application of administrative activities
 - Willingness
 - Planning and coordination skills
 - Cooperation and team work
 - Problem-solving behaviour
 - reflection of one's own actions
- h. Summary evaluation: "successfull" or "unsuccessfull"
- i. Date, signatures of the company supervisor and the student

Once again, thank you for your interest and support.

Further information can be found in our internship regulations which you can find online on our website www.nbs.de. Of course, we will also inform you personally at any time, just call us on +49 40 357 00 340 or send us an e-mail via info@nbs.de.

We look forward to talking to you!