

## **Internship for students of the master's program "Physical Geography: Environmental History"**

### **Guidance for internship places**

Dear Sir or Madam,

We are pleased that our student has the opportunity to intern with you, which will qualify them for their future career. To ensure that the internship will be a success for both parties, we put together the following information:

### **Registration, Approval, Reference letter**

- Students of the master's program "Physical Geography" must register for their internship with the internship coordinator of the study program, who needs to approve the internship. For the registration, students need a written acceptance from their place of internship via a letter, an email or – ideally – on their registration form. The exact length and weekly working hours must be indicated. If needed by you, the internship coordinator may issue you a written approval of the student's internship as part of their studies.
- Please confirm the completion of the internship per the agreement on the registration form afterwards.
- Please promptly issue the student a qualifying reference letter of the internship after it ends.

### **Working hours, Leave, Sickness**

Please treat our student in the same manner as your employees regarding working hours, leave or sickness. You do not have to report cases of absence to the university where students are not responsible for their absence. Generally, the Institute of Geography recommends internships during semester breaks. Still, students may need to attend university for exams or seminars. Please ensure that our student can do that. In such cases, the student may make up for their absence within the legal regulations of working hours.

### **Respect, Appreciation, Compensation**

We hope that the chosen student is also an asset to you. This can be promoted through:

- appropriate compensation,
- respectful and appreciative interactions,
- suitable tasks, and
- the allocation of a supervisor.

Besides the reference letter, we would appreciate if you offered our student constructive feedback and a final meeting to discuss their performance.

### **Further information**

The Career Center of the University of Bremen publishes a comprehensive guide, "Internship for companies" ("Praktikum für Unternehmen"), which you can access via your intern. The guide offers detailed information about questions of potential gains and profits of internships, the employment of interns, preferable regulations from the university's perspective, and legal and insurance regulations. Additionally, we would like to refer to the internship regulations for bachelor programs of the faculty for social sciences of the University of Bremen.

- Career Center: <https://www.uni-bremen.de/en/career-center>
- Guide to internships for this program: <https://www.uni-bremen.de/en/ifg/studies/msc-physical-geography-environmental-history/general-studies-internship-study-abroad>

We thank you for your support,

For the institute of geography

Michael Thiele

(Internship coordinator)