



careercenter

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## Wegweiser Auslandspraktikum | Step by Step-Guide

### Step by Step - The Way to Practical Training

Please note: The following outline, aiming to serve as a useful instrument, mentions the most common steps and activities occurring in study-related internships. It is neither meant to be fully comprehensive nor to present an obligatory framework.

#### I. Enquiry stage

- ✓ Students may contact employers to find out if internship positions are generally available, and to enquire about application formalities
- ✓ Alternatively, students find internship positions/job offerings making use of <https://www.uni-bremen.de/en/career-center/jobs-internships/job-fair> that have been posted by employers in the **Online University Job Fair** (see above, explanation under “University of Bremen, Career Center”): <https://www.uni-bremen.de/en/career-center>.

#### II. Application stage

- ✓ Students send their application papers to employers by mail and/or email

#### III. Screening stage

- ✓ Upon request, students submit additional information, e.g. references
- ✓ (Telephone) Interview

#### IV. Selection process

- ✓ Employers make their choices and inform students about their decision and the training conditions

#### V. Acceptance stage

- ✓ Students confirm acceptance of the position offered
- ✓ Internship agreement is signed

#### VI. Preparation stage

- ✓ Students take care of visa applications\*, grant formalities\*, notifying their university about the internship, travel and arrival arrangements\*, and any other pre-departure issues (as applicable and/or necessary, with employer’s support as needed (or as offered))

#### VII. Arrival stage

- ✓ First day of work and introduction to the company/organisation
- ✓ Familiarisation
- ✓ Housing arrangements
- ✓ Setting up a bank account
- ✓ Registration with national/local authorities as required

#### VIII. Practical Training stage

- ✓ Integration of trainee into employer’s work processes
- ✓ Common phases: Introduction to and learning about the company routines, adjusting to the position, rotating through departments, integrating into the team(s), hands-on training, attending meetings and intra-company trainings, taking on special assignments, interaction with supervisor
- ✓ Writing an internship diary and/or feedback to home university, mid-term
- ✓ evaluation as agreed upon (trainee’s duty)
- ✓ Final on-site evaluation

#### IX. Post-return evaluation stage

- ✓ Trainee reporting back to university staff
- ✓ Trainee presenting experiences and insights to fellow students
- ✓ Trainee taking care of formalities, e.g., tax forms etc. (as applicable and/or necessary, with employer’s support as needed)