Step by Step - The Way into 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
• Generation of 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)