

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 www.careercenter.uni-bremen.de/index.php?option=com_content&task=view&id=43&Itemid=42 that have been posted by employers in the **Online University Job Fair** (see above, explanation under “University of Bremen, Career Center”): www.careercenter.uni-bremen.de/index.php?option=com_content&task=view&id=44&Itemid=39

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)