

Guidelines for schools and other educational institutions concerning the professional training internship

(Berufsfeldpraktikum BFP / Professionalisierungspraktikum PP)

Teacher Education Students attend the BFP/PP after successfully having completed their orientation and introduction internship. The focus of this internship is on inquiry-based learning: Students select their own individual topics drawing on their experiences and insights gathered during their studies and internships to date. Students share and reflect upon their personal school internship experiences in the light of systematic aspects and theoretical guidelines. The inquiry-based approach has a positive effect on the students` abilities to deal with the demands and issues in their daily lives as teachers.

The content of the BFP/PP is determined in cooperation with the participating school/educational institution in accordance with the qualification level of the student. The BFP/PP is monitored by the college/university. The pedagogic question to be considered, the time frame as well as the deadline and scope of the academic paper are to be arranged and determined by the student with his/her lecturer (University of Education in Heidelberg). However, the lecturer is not present at the educational institution itself.

Organisation:

- ✓ The BFP/PP takes the form of a four-week full-time internship (20 days; 6 hrs/day). Separate dates are also possible in exceptional cases.
- ✓ In the course of the BFP/PP the educational institution provides the students with access to the field of pedagogical work and advises them on subject-specific questions.
- ✓ Neither the students nor the supervisory staff of the educational institution are remunerated.
- ✓ The students do not have the required status to perform activities independently. Responsible persons from the educational institution are authorised to issue directives. The students are responsible for their own insurance cover (especially abroad).
- ✓ To register for the BFP/PP at the internship office of the University of Education in Heidelberg, students must provide the confirmation of the internship position at the educational institution.
- ✓ The successful completion of the BFP/PP will be confirmed by stamp and signature both by the institution as well as the supervising lecturer. For internships abroad the institution has to issue a report.

The internship office greatly appreciates your offer of a position at your school for the BFP/PP and is happy to answer any questions you may have.

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