



Please submit this agreement by e-mail or fax:  
Internship in first semester (winter semester) → until 31 January  
Internship in second semester (summer semester) → until 31 May

## Academic Internship Agreement

Please mark all that apply. The university can only recognize the academic internship if all requirements are met.

We hereby confirm that \_\_\_\_\_ (full name)

- is going to complete a practical training period (academic internship **in classes of secondary education**) in his/her subjects \_\_\_\_\_ and \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ (usually **one school semester or at least 16 weeks** of regular school time excluding vacations and public holidays) at our school \_\_\_\_\_ located in \_\_\_\_\_.
- has an **obligation to be present at school** for at least **5 hours per day** and **20 hours per week** during the internship,
- can **observe lessons** in each of their subjects for approximately **40 hours** (or, if applicable, in an alternative subject but with a focus on their own subject) and to **teach** in each of their subjects for approximately **20 hours**,
- is **pedagogically supervised** in class by the **respective subject teachers** (observation/evaluation) in cooperation with the contact person named below.

A calendar of our school's **school and public holidays** for the above mentioned period  
 is attached or  will be provided as soon as possible.

The **contact person** at our school \_\_\_\_\_,

female  male  other, e-mail: \_\_\_\_\_,

agrees to immediately inform the person in charge at the Friedrich Schiller University Jena (contact on the back page) about the student's **absence, illness and/or breaches of duty** etc. and to issue a [confirmation of completion](#) to the student upon completion of the internship.

Stamp

\_\_\_\_\_  
Date, place, signature of school principal

If you have any questions concerning the academic internship of our student at your school, please do not hesitate to contact us through the channels listed below.

**Britta Möbius**

Coordinator Internationalization of Teacher Education  
Coordinator Academic Internship Semester Abroad

Friedrich-Schiller-University Jena  
Centre for Teacher Training  
and Educational Research

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**Stand-in: Carola Müller**

Coordinator Academic Internship Semester  
Internship Office for Teacher Training

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