



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 her/his 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 her/his subjects for **at least 40\* hours** (or, if applicable, in an alternative subject but with a focus on their own subject) and **teach** in each of their subjects for **at least 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

Social Science: \* at least 20 hours \*\* at least 10 hours  
Economics/ Law: \* at least 30 hours \*\* at least 15 hours

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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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