

## Internship in the Master Programme

- needed if you start your Master with 180 ECTS-Points -

- Intended in the 3rd semester
- Duration: full-time which lasts 5 to 6 month
- Correlation with the main studies and your career planning

### How to find an Internship

- Check our portal [GOPraktikum](#)
- Use our offers in [moodle](#)



**GO**Praktikum

INTERNSHIP MEETS INTERN - INTERN MEETS INTERNSHIP

FB 1 – Infos zu Pflichtpraktika im Ausland

FB 1 – Infos zu Pflichtpraktika im Inland

- information about internships in Germany abroad
- tips and lists of internships from previous students, FAQs

- Check the websites from companies and institutions
- Career fairs (e.g. connecticum)
- **Internships abroad**
  - chambers of foreign trade
  - check the above mentioned moodle course
  - Internship-organisations

### 2 steps to register for your practical semester

Please register your practical semester in SAM in the submission “Internship”

#### I. REGISTER YOURSELF FOR THE INTERNSHIP PERIOD IN SAM (Master-P01-F01)

Please check the topic “mandatory internship documents” and **follow the instructions for internship registration:** <https://www.hwr-berlin.de/en/hwr-berlin/departments-and-bps/department-1-business-and-economics/studying-at-the-department/internship/>

#### II. UPLOAD THE FOLLOWING DOCUMENTS\* IN SAM

1. the annex
2. the contract, signed by student and company/institution
3. the training plan – a short job description signed by the company

### Your internship seminar

You’ll get registered from the internship office in this course in wintersemester. Please note the full class attendance and check the dates in SAM and moodle in the beginning of October. For more information please read page 2!

### How to get your credits

By completing the internship and the seminar (Praxisseminar) you will get 30 ECTS-Points if

▪ <u>all documents</u> are complete (Annex, contract, training plan) and a <b>Certificate of employment</b> is uploaded in SAM <u>after</u> finishing the internship	29 ECTS
▪ the internship seminar is passed	1 ECTS

\*Please find all required documents on the website: <https://www.hwr-berlin.de/hwr-berlin/fachbereiche-und-zentralinstitute/fb-1-wirtschaftswissenschaften/studieren-am-fachbereich/praktikum/>



## Your internship seminar Master-P01 includes in 2 parts

### **Master-P01-F02 Praxisseminar Master**

You'll get registered from the internship office

Content: Presentation, discussion, full class attendance

**0,5 ECTS**

### **Master-P01-F03 Internship report**

The internship office creates a submission (internship report) in SAM

You have to upload the report there. Please follow the instructions from your lecturer (maybe additional upload in moodle) and note the deadline

**0,5 ECTS**

## Seminar Information

### **Required Preconditions:**

Finalized work placement of min. 5 month

### **Learning Outcomes and Competences:**

After having accomplished the placement seminar students have:

- reflected about their work achievements during the placement
- reflected about their personal appearance and behaviour in a professional environment
- reported their work experiences in a structured way
- compared their experiences with their personal objectives and expectations

### **Content of Course:**

- presentation of placement reports
- discussion of each presentation
- exchange of work experiences amongst all students
- feedback of lecturer if appropriate

### **Criteria for a pass grade**

- Full class attendance, i.e., attending classes is mandatory
- Submitting the term paper (work experience report) by the stipulated deadline
- Work experience presentation (approx. 20 min + 10 min discussion)
- Presentation documentation (handout, slides on paper, agenda, overview, etc)

If you have further questions, please feel free to contact us 😊

### **contact**

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internship request:

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Doing the internship in European countries,  
scholarship request (Erasmus+):

[praxis.erasmus@hwr-berlin.de](mailto:praxis.erasmus@hwr-berlin.de)

### **Office Hours**

Tuesday 10.00 a.m. - 01.00 p.m. via phone

Thursday 10.00 a.m. - 01.00 p.m. via phone and in person