

## Document for the Supervisor of the Intern from the DHBW

### Summary of the DHBW

The DHBW (Duale Hochschule Baden-Württemberg) is a post-secondary institution in the south-west of Germany. Students alternate between learning about theory (in class) and practice (at workplace) every 3 months. The student you are receiving is from the Social Work Faculty of the DHBW. More information can be found in the [English Website](#)

For their studies, students are allowed to complete one of their placements abroad. Our student has chosen your institution to complete their internship. We are sure that you and the student will have a fruitful and mutually beneficial working relationship.

### Duties of the Supervisor

The supervisor of the receiving institution has the following duties:

- Meet with the student at the beginning of the internship to set up a work plan with the student and fill out the Placement Documentation sheet 1 (Document A) during this meeting
- Introduce the student to the workplace and coworkers
- Ensure that the student's work is related to the Social Work field
- Outline the rules and regulations of the workplace
- Transmit knowledge essential to the success of the internship
- Serve as a liaison between the student and the institution
- Serve as the touchpoint for the student if there are problems with the internship
- Meet with the student at the end of the internship to debrief the experience and fill out the Placement Documentation sheet 2 (Document B) during this meeting

### Learning Goals

During their internship, students should do the following:

- Make a plan for the internship with the supervisor
- Get to know the institution, its goals, and its difficulties
- Get to know the workplace and the necessary skills to be successful there
- Get to know the labour practices of the workplace: supervision, data protection, working times, etc.
- Get to know the clientele and their life situations
- Observe, take part, work together in an area of social work
- Take part in the typical offerings of the institution
- Work independently
- Reflect on the work
- A final conversation with the supervisor at the end of the praxis phase

### Contact

The main contact for the supervisor is first and foremost the student. However, there are situations in which the supervisor needs to get in touch with the DHBW. In these cases, [Doris Kupferschmidt](#) from the Centre of Intercultural Competence at the DHBW will be the main contact person.

## Placement Documentation sheet I

### Guideline for supervision at the beginning of the placement

Name of placement/institution:

Name of student:

Name of supervisor:

1. Introduction to the student and overview of the placement:

- general mission
- organization chart
- organization of work
- general procedures and guidelines
- working time regulations
- methods
- financial background
- rules
- documentation

2. Outline training agenda and work plan for the student: what are the general tasks, what are specific assignments (e.g. defined projects, groups to work with)

3. Structure of Supervision: formal/informal settings schedule

Discuss and present definite and possible ways of informal supervision as a part of the on-going work. Present the set-up of formal supervision in your agency. It should take place at the beginning and end of the placement. Additional supervision is welcomed.

4. Outline and list of the educational objectives and expectations for the student

5. Additional comments (requests, criticism, recommendations):

---

Date

Signature supervisor

Placement Documentation sheet II  
Guideline for review at the end of the placement

Name of placement/institution:

Name of student:

Name of supervisor:

1. What was your overall impression of the student's work in the placement (e.g. did they meet their goals)?
  
2. Competences of the student and achievement of educational objectives
  
3. How can the student further improve their work?
  
4. Did regular reviews take place?

---

date

signature of supervisor

signature of student