

Internship Contract

between the **company**

name of the company: _____

responsible person: _____

no., street: _____

postal code, place: _____

phone: _____

e-mail: _____

and the **student** of the

**two-year training course as a foreign language assistant
(zweijährige Höhere Berufsfachschule, Fachrichtung
Fremdsprachensekretariat) at**

Konrad-Adenauer-Schule

Auf der Hohlmauer 1-3, 65830 Kriftel

phone: +49 6192 49040 (office)

Mr

Mrs

name: _____

first name: _____

street, no.: _____

postal code, place: _____

date of birth: _____

representative (for minors): _____

phone: _____

E-Mail: _____

§ 1 Duration of the Internship

beginning of the internship: _____

end of the internship: _____

§ 2 Working Hours

The working hours are generally 40 hours per week, 8 hours per day. The internship is comparable to an apprenticeship and therefore subject to the youth employment protection law (cf. Richtlinien für Betriebspraktika für Schülerinnen und Schüler an beruflichen Vollzeitschulen, current version of the decree).

§ 3 Duties of the Student

The student is obliged

- to perform the assigned tasks in the office conscientiously
- to use her/his knowledge of the foreign language(s)
- to make use of her/his skills in the field of telephoning, translating, correspondence

§ 4 Duties of the Company

The company is obliged

- to appoint a person who is responsible for the student during the internship
- to cooperate with the school administration respectively the head of the internship
- to assist and advise the student in observing company guidelines, health and safety regulations to prevent accidents and health problems

§ 5 Insurance

During the internship the student is insured against accident under German law (cf. Berufsgenossenschaft § 2 Abs. 1 Nr. 8b SGB VII). The liability insurance is covered by Sparkassenversicherung. A personal liability insurance is valid in any case (cf. Richtlinien über Betriebspraktika für Schülerinnen und Schüler an beruflichen Vollzeitschulen, current version of the decree).

§ 6 Evaluation/Letter of Reference

At the end of the internship the company issues an evaluation or letter of reference. It contains an exact description of the tasks carried out during the internship. This certificate also provides evidence of admission to the final exam.

place, date, **signature student**

place, date, **stamp and signature company**

For minors:
place, date, **signature representative**

place, date, **signature school management**

A single copy of the internship contract shall be presented to the school with original signatures (and stamp) of the company and the student and, if required, a parent/guardian. Any changes shall be notified immediately to the school.