

**Information for students and  
their supervisors  
during the practical study semester  
forming part of the Bachelor's Degree in Social Work**

Dear Sir/Madam,

The EHB introduced the Bachelor's Degree in Social Work in the winter semester of 2009/2010. The fourth study semester takes the form of a practical semester, which is prepared, supervised and subject to retrospective evaluation. Furthermore, project days, organised in cooperation with placement providers, are held in semesters five and six of the degree.

In addition to the existing Placement Regulations, we would like to give you some information concerning the practical study semester, which follows below. Please feel free to contact us in the event of any questions or suggestions.

**1. Placement Office responsibilities and office hours**

The Placement Office is responsible for all matters concerning the practical study semester. Among other things, this includes approving placements, issuing training contracts and individual training plans, advising students and mediating in the event of possible conflicts related to the placement.

Head of Placement Office Social Work  
 Ms Schuhhardt, qualified social education worker (room A 106)  
 Telephone: 0049-(0)30-84582-284 e-mail: Schuhhardt@eh-berlin.de  
 Fax: 0049-(0)30-84582-530

Placement Office Coordinator:  
 Ms Griegoleit (room A 107)  
 Telephone: 0049-(0)30-84582-263 e-mail: griegoleit@eh-berlin.de

Please visit our website to learn about our current office hours.  
<https://www.eh-berlin.de/hochschule/aemter-der-ehb/praxisamt/soziale-arbeit-b-a/informationen-zum-praxisamt.html>

**2. Degree structure**

Semester 1 Semester 2 Semester 3	<b>Theoretical study semester</b>	
Semester 4	<b>Practical study semester (20 weeks)</b>	
Semester 5 Semester 6 Semester 7	<b>Theoretical study semester (with project work)</b>	
<b>Bachelor / State Recognition</b>		

After completion of the seventh semester, the degree concludes with the Bachelor examination and State Recognition may be sought.

### **3. Supervision**

In the event that participation in supervision sessions is possible, we request that a certificate stating the time frame, number and duration of supervision hours is issued.

### **4. Scope of training during the placement**

Students should familiarise themselves with the duties performed at the placement facility by participating in the working routine. By undertaking concrete tasks set by the placement provider (learning by doing!), taking account of individual training plans in the process, they should become familiar with the following key training components:

- ⇒ familiarisation with the institution's organisational structure and that of its sponsor
- ⇒ familiarisation with the organisational principles and framework conditions governing the field of social work
- ⇒ familiarisation with problems affecting the clientele / target group
- ⇒ familiarisation with action strategies and their conceptual principles
- ⇒ development and application of various forms of assistance
- ⇒ familiarisation with collaborative relationships with other institutions and the forms of assistance these provide, particularly as regards forms of cooperation and networking
- ⇒ gaining insights into the political, legal and administrative prerequisites, contexts and consequences of social work
- ⇒ planning and organisation of individual tasks

### **5. Training contract**

A written training contract must be concluded between the trainee, the placement provider and the EHB prior to the start of the practical semester. Winter or summer semester placements commence on 01.10 or 01.04 of the year in question respectively. The student is required to provide the Placement Office with details of the intended placement 3 months at the latest prior to the start of the practical semester.

### **6. Individual training plan**

Training in the practical study semester should be implemented on the basis of an individual training plan which takes account of the trainee's personal requirements. The individual training plan should be created with the trainee during guidance sessions held in the first four weeks of the placement, and should subsequently be forwarded to the Placement Office. The form entitled "Individual Training Plan" may be used for this purpose, or another form which takes the aforementioned criteria into account. This form must be signed by both the supervisor and the trainee and must contain information regarding planned evaluation meetings.

### **7. Placement certificate from the placement provider**

The certificate serves as an initial confirmation that the practical study semester has been completed successfully. It must be submitted to the Examination Office within three working days.

It is not a substitute for the written placement assessment!

## 8. Placement assessment by the supervisor

The assessment serves to clarify the student's level of qualification for the field of practice he or she has chosen, and does not constitute a reference in the sense of employment legislation. It serves internal university purposes and is, in addition to other criteria, required in order to ascertain whether the practical study semester has been completed successfully. The assessment must clearly state whether the placement has been completed **successfully** or not.

The assessment should take the individual training plan into account, and should be based on an evaluation meeting with the student at the placement's conclusion. The guidelines below contain exemplary assessment criteria which may serve as a guide to writing the placement assessment:

### A. General information:

- Trainee's personal details
- Placement duration including periods of absence (e.g. due to illness)
- Placement supervisor and/or substitute
- Description of the placement field (e.g. organisational framework, district, demographic structure, key areas)

### B. Description of the trainee's duties

### C. Participation in information events and trainee meetings

### D. Assessment of the trainee's personal working methods:

#### - Relationship with clients

Does the trainee succeed in making contact with clients and expanding these contacts into professional relationships  
(is he or she capable of assessing clients and accepting and understanding their problems, while maintaining the necessary distance?  
Which conversational techniques were used and to what effect? Is the trainee subsequently able to detach from the clients?)

#### - Problem identification

Is the trainee able to identify problematic issues during conversations with clients or during the joint case discussions?

#### - Problem handling

Is the trainee able to address clients' problems on the basis of the available facts, to prioritise and to work with clients to develop feasible support plans?  
Does the trainee demonstrate initiative, planning, discretion and commitment, take clients' personal strengths into account and reinforce their self-reliance, and how flexible and resilient is he or she?  
How does the trainee deal with failure?

#### - Theoretical knowledge transfer

How far is the trainee able to put existing psychological, educational, methodical and legal knowledge into practice and recognise potential correlations and limits?

**- Working method**

How does the trainee prepare conversations with clients, relatives and the social environment, meetings with employees at other social work institutions and house calls, etc.? Was he or she given the opportunity to become familiar with and use tools including computers, specialist literature, professional journals, the institutional budget, administrative and official guidelines, application forms, etc.?

**- Written accounts**

Is the trainee able to create accounts of written statements (reports, case descriptions, references and regulations) which are accessible, problem-related, clear and comprehensible?

**E. Trainee's relationship with the placement provider - particularly with his or her supervisor and fellow colleagues**

Which expectations and attitudes did the trainee have at the beginning, during and at the end of the placement? How did the relationship between the supervisor and the trainee unfold; was he or she able to develop, describe and uphold personal ideas and convictions? How did the trainee interact with employees at the placement facility?

**F. Placement assessment**

In summary, the evaluation should conclude with a description of the trainee's ability to work independently (*if applicable*), and his or her level of reliability and ability to accept criticism. The report should end with a statement confirming whether the placement was a success or failure.