

## Guideline for Internships

### When?

According to the overall schedule of the MSc programme an internship period of at least seven weeks duration should be done between the 2<sup>nd</sup> and 3<sup>rd</sup> semester. Upon successful completion 10 ECTS will be awarded.

### How to search for a placement?

Usually, students look for their internships on their own. Helpful links can be found on the website of the MSc programme.

If you are not sure about how to find a potential internship provider you may contact a lecturer of your programme. Important: Please reflect first in which area you would like to do the internship and then contact a lecturer who is familiar with this area and ask for tips or advice.

### How to proceed prior to the internship?

1. (before contacting the internship provider):

Once you have identified a potential internship provider you must contact the internship supervisor of your study programme (before the internship begins) in order to get an informal approval that your choice is suitable and will be accepted. This first approval is of an informal nature and does not need to be in writing.

MEG-internship supervisor: Rainer Hummel, [rainer.hummel@ifp.uni-freiburg.de](mailto:rainer.hummel@ifp.uni-freiburg.de), Tel 0761/203 3725

FEM-internship supervisor: Prof. Dr. Ilse Storch, [ilse.storch@wildlife.uni-freiburg.de](mailto:ilse.storch@wildlife.uni-freiburg.de), Tel 0761/203-3797

2. (after having received the informal approval of the director of the study programme)

Now you can contact the internship provider and apply for a place. If you get a place please fill in and sign the internship contract including annex 1 (Internship Schedule) with your internship provider and submit it to the internship supervisor of your programme for the final approval.

### How to proceed after completion of the internship

After completion of the internship the internship provider has to fill out the internship certificate (Annex 2 of the contract) and you have to fill out the evaluation form (Annex 3).

As soon as you are back to Freiburg please submit a copy of the internship certificate as well as the evaluation form to your MEG-internship supervisor. He will check the certificate, give his approval and forward it to the examination office. Please take copies of the internship certificate beforehand or ask the internship provider for two originals in case you need them for future job applications.

### Can previous work experience before having taken up the MSc course be accepted as internship?

Under certain circumstances it is possible to have previous work experience (e.g. trainee programme) approved of as an adequate substitute for the internship.

Please talk to the internship supervisor about this matter.