

Internship Coordinator
Valentina Mors, M.A.

Dept. of History and Sociology

Universitätsstraße 10
D-78464 Konstanz
Germany

valentina.mors@uni-konstanz.de
www.uni-konstanz.de

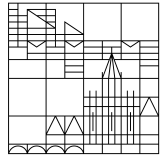
Information about how to get your internship acknowledged

Dear students,

the form you will find on the next page is required for the acknowledgement of the internship you have just completed. Your internship will be awarded with 4, 8, or 30 ECTS, according to your study programme and your examination regulations.

Please note:

- 1) Before finishing your internship, remember to fill out the employer confirmation sheet and ask your employer to stamp and sign it.
- 2) Please note that only original documents with signature and possibly stamps are going to be accepted. Copies or faxes are not going to be accepted in any case.
- 3) Fill out the final report online and upload it via the internship database („Praktikapool“). Your final report must be uploaded within 6 weeks after you have finished your internship.
- 4) Forward the employer confirmation sheet with the stamp and signature of your employer to the internship coordinator as PDF via email.
- 5) Schedule an appointment for the final counselling with the internship coordinator.
- 6) The internship coordinator records your internship ECTS in ZEuS (4, 8 or 30 ECTS according to the study programme and the examination regulations).



Internship Coordinator
Valentina Mors, M.A.

Dept. of History and Sociology

Universitätsstraße 10
D-78464 Konstanz
Germany

valentina.mors@uni-konstanz.de
www.uni-konstanz.de

Employer confirmation sheet

Organisation/Company/City/Country: _____

Contact Person: _____ Department: _____

Email: _____

Student's first and last name: _____

Student ID Number: _____

The internship took place from _____ to _____

The main tasks and responsibilities during the internship were:

Student's signature

Date, Employer's signature and stamp

The internship is going to be acknowledged.