



**International Office**  
Head: Kathrin Schindler

## **Information on INTERNSHIPS ABROAD**

### **1. CONTEXT**

The University of applied administration studies in Kehl supports the exchange of students with other foreign countries by way of internships abroad in local government. Most important here are the acquisition of intercultural competence and the enhancement of the student's own personal and professional development.

### **2. TASKS**

The University qualifies its students as specialists for the administrative level of public service in the State of Baden-Württemberg. The graduates of the University are the backbone of local government in the state, and they also work for the state government and in diverse enterprises and organizations in the public sector. The graduates acquire the knowledge and skills needed for these positions in a three-year course of study which includes academic theory and its application.

### **3. COURSE OF STUDY**

The course of study takes an interdisciplinary approach, and is divided into several parts. After the final secondary school examination, the students complete a 6-month period of practical training in the administration of a municipality. Then they attend the University in Kehl for a year-and-a-half long course of study in which the basics of administrative science are taught, including law, economics and social science.

After that, the students spend one year doing several periods of practical training in local government administrations. The aim here is to implement the knowledge gained at the University in an actual work setting and under the guidance of experienced supervisors.

At the end of this practical year, the students return to the University for a half-year of in-depth coursework. The students focus on specific areas of their choice for in-depth study, whereby this intensive study of a special topic is related to the experience gathered previously during their practical training in the field. The students also write a bachelor's thesis, and take the state comprehensive examination in the form of a bachelor's examination (Bachelor of Arts).

### **4. INTERNSHIP ABROAD**

For three months of the practical year, which falls between the basic and the in-depth coursework, the students may do, if they wish, an internship in a public administrative body abroad (state or local government).

**During the internship in the administration** of another country, the students should have the opportunity to take a closer look at its administrative culture and methods. He or she should become acquainted with one or more special areas. The University arranges this with the department which has accepted the student as an intern. It is not necessary for the student to become acquainted with the administration of the host country in its entirety, or with all the responsibilities of the host municipality or the state administration. In the host administration there should be a person who can act as a mentor for the student from Kehl and who can acquaint the student with his internship position, specify the work to be done and be available for questions. The student should be given a rough overview of the tasks and structure of the host department. It can also be of advantage to a student doing an internship if he can be in charge of a special project or can be a part of a project group.

## 5. BACHELOR'S THESIS

It is often the case that students from Kehl University plan to analyse a specific problem of the host department. Later they can compare the knowledge gained here with corresponding problem-solving approaches in Germany, and can use these results in their **bachelor's thesis**, which is written upon completion of the practical training. It would be good if the students could discuss this with the internship mentor in the host department.

## 6. INTERNSHIP REPORT

In addition every student will complete a **report on his/her experience abroad as an intern**. This report will also be sent to the student's mentor in the host department. The internship report is to be assessed by the host department in accordance with §30 of the General Examination Guidelines for the Administrative Level of Public Service.

## 7. PREPARATION FOR THE INTERNSHIP

The students of the University are **carefully prepared** for their internship abroad. If they plan to work in a country where German is not spoken, they attend a language course to improve their foreign language skills (certificate awarded upon completion of course). Furthermore, they receive an **introduction to the basic structure** of their host country.

## 8. COSTS

**No costs will be incurred by the host department (local or state administration)**. Students travelling abroad for an internship have sufficient financial resources to cover their expenses for the duration of the internship. They also have health and accident insurance. The students themselves are responsible for their travel costs, lodging, meals as well as accident and health insurance.

*Should you have any questions, please contact:*

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