



Dear Grade 9 parents and students,

In accordance with Schleswig-Holstein ministry requirements, WABE International School students in grade 9 students are expected to complete a 2-week mandatory internship/ practicum at a business of their choice to gain insights into the world of working. We have scheduled the practicum weeks for the 9th graders of the 2023/24 school year from the 11th of March 2024 until March 22ndst, 2024. During this time, 9th grade students will not attend school but will instead get to know a particular job or company. They should plan on spending **30 hours per week** at the practicum site, **excluding breaks**. (60 “work-hours” in total)

Students will need to locate and apply to possible practicum places on their own. They are encouraged to contact companies by email or by phone to inquire about availability but should complete and send off a formal application to their places of interest. Their chosen practicum must be approved by the school, so before final commitments are made between the student and the practicum place of their choice, students should inform and seek approval from their advisory teacher/ futures counselor.

It is important that students keep track of the inquiries they have made. They should use the attached table. Please note that the search can take some time and may require contact with several businesses.

If there any questions, please do not hesitate to contact me.

Best regards,

Anja Centennial

University Admissions Counselor

Secondary Faculty

anja.centennial@wabeinternationalschool.de



Practicum Timeline

Please be aware that these are absolute deadlines. Generally, the earlier the students inquire, the higher the chances are of receiving a favorable response.

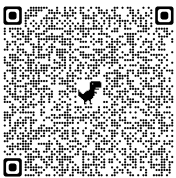
NO LATER THAN:

November 7, 2023	Research companies, inquire about possibilities
November 14, 2023	Notify school of practicum choices/ get pre-approval
November 28, 2023	Write and send off practicum formal applications
November 28, 2021 – December 11, 2023	Follow up on applications via phone or email if companies have not responded 2 weeks after application was sent
December 19, 2023	Notify school of placement offers
December 19, 2022 – January 16, 2023	Identify alternative placements if applications were unsuccessful and repeat application process
January 30, 2024	Students should have placement agreements with details about practicum work hours, address, supervisor contact info (form to be provided by the school)
Mar 11 – March 22, 2024	Practicum weeks
Mar 28, 2024	Practicum report due (guidelines to be discussed in class)

Resources

<https://www.praktikum-westkueste.de/praktikum-schueler-innen.html>

<https://www.xn--schlerpraktikum-1vb.de/praktikumsplatzsuche/Hamburg>



(abi-plus.com)

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Rechtsform: Gesellschaft mit beschränkter Haftung
Sitz der Gesellschaft: Hamburg • Handelsregisternummer: HRB 141334 • Amtsgericht Hamburg
Steuernummer: 17/452/01667 • Umsatzsteuer-ID-Nr.: DE306650575
Deutsche Kreditbank AG (DKB) Schwerin • IBAN: DE35 1203 0000 1020 3759 68 • BIC BYLADEM10013



Record of Contacts

Company/ Business Name	Date of contact	Type of contact (email/phone/in person)	Date of formal application sent	Business response (practicum possible/ not possible)	Practicum agreement signed (yes/no)