



Kinzig-Schule

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**Internship for students on a two-year course training
to become
commercial assistants for the foreign-language secretary's office**

(In general, the regulations of the decree about the cooperation of school and work concerning general and vocational education apply in the respective current version.)

Between the company

Company _____

City _____

Street _____

Telephone _____

E-mail _____

and the student

surname, first name _____

Address _____

Telephone _____

E-mail _____

Legal guardian _____

English-speaking contact at the school: Ben Elm • Ben.Elm@kinzig-schule.de

Selina Bildstein • Selina.Bildstein@kinzig-schule.de

the internship contract on an **internship in the administration sector** is signed.

Duration of the internship

The internship starts on 20th March 2025 and ends on 17th April 2025.

Obligations of the student/intern/trainee

The intern is obliged to

1. participate at the internship regularly.
2. be at the company at the scheduled time.
3. notify both the company in Spain and the class teacher in Germany in case of absence (due to illness or other reasons), giving the reasons;
4. comply with internal company regulations and safety regulations;
5. follow the instructions of the company management;
6. perform overtime in exceptional cases;
7. prepare a report and presentation on the internship in accordance with school's standards.

Obligations of the company

The company is obliged to

1. inform the intern about the safety regulations;
2. monitor the regular presence of the intern;
3. assign the intern, as far as possible, to tasks that enable learning in their field of work;
4. immediately inform the school in case of accident;
5. certify the 160 hours of internship;
6. evaluate the development and success of the intern in writing.
It provides a written confirmation and a certificate that reports not only on the professional qualification but also on the intern's commitment to perform as well as their work attitude to work.

Other

The daily working hours are based on the company's circumstances. Normally it is 8 hours per day.

As the internship is not concern to or belongs to business contracts including payment, the intern is insured by the school. The insurance does not cover the use of motorized vehicles.

The person at the company responsible for the intern is Mr/Ms _____.

Place/date surname, first name signature

Company:

Intern:

Legal guardian:

Headmaster:
