

- For parents -

Work Experience Fortnight: 23th June to 4th July , 2025

Dear Parents,

All S5 students of ESM will complete a two-week internship after the harmonized tests in the summer term. This is a compulsory event and anchored in the curriculum of the ESM. The aim of the internship is to gain insight into the world of work, but it does not have to be directly related to a planned career or future study. The internship can be completed in a variety of fields, e.g. in an office, hotel, in shops, in a nursing home, in a doctor's surgery, in a consulate, in the zoo, in a theatre etc.

Students should not work directly in the company / department where their parents work.

Our students are prepared for the internship and have to write a report about their work and their accumulated experience and hand it in at the beginning of the next school year. The employer is requested to write a written assessment in the form of a short report on the student. This will be attached to the student's documents.

As a rule, the internship should be carried out in the Munich area (no more than an hour's commute from home). The students are then insured through the school. A confirmation about the insurance coverage can be found on the homepage (Secondary School / Documents / Careers' Guidance / Insurance).

Alternatively, the internship can also take place outside the immediate Munich region. In this case it is the parents who assume responsibility for the whole time of the internship – particularly with regard to accommodation, supervision and insurance cover.

The guidance counselor should be asked in advance and the parents must complete the "Internship outside Munich" form, which is attached below.

The confirmation of the internship with the signatures of the employer and the parents must be returned to school in paper form by **31th March 2024** at the latest.

For students who want to do their internship outside of Munich, the corresponding form must also be returned by **31th March**. Failure to do this will result in the internship being completed in Munich.

It is very important for the students to be proactive and take early action to secure a good and meaningful internship as soon as possible; in the autumn wherever possible. This is especially true for students considering a career in medicine.

Please contact us if you have any further questions about your internship or if you need information about studying or career choice.

With best regards

The University and Careers Advisers of the European School Munich

For employers -

Work Experience Fortnight

Dear Sir or Madam,

As university and careers advisers for the 5th secondary school year of the European School Munich, we are writing to you with a request.

Each year, our fifteen- and sixteen- year old students undertake a two-week internship which gives them an insight into the world of work. They are young men and women who are taught in a variety of languages meaning that they are polyglot as well as fluent in German in most cases. The internship fortnight has always been experienced by our students as an enriching part of their education. Hence, we are asking for your help in making **2025** an equally rewarding experience for both yourselves and our students.

As you can imagine, we depend on the generous understanding and helpfulness of employers and professionals in a wide range of work-places. Therefore, I would like to ask you if you would be willing to host one or more students in your company / organization for two weeks.

We expect the students to complete the normal working hours in their company / organization. The students should not receive payment. We would be very grateful if you would write a short report about the student at the end of the internship.

The internship week will take place from **Monday, 23th June , 2024** until **Friday, 4th July 2025**. Should you be able to offer us one or more internships, I would be very grateful if you would return the attached form to us in full or inform us by fax.

You can reach us at the school by fax on (089) 62816 444 or per Telephone: +49 (0) 89-62816-0

We thank you in advance for your collaboration.

With best regards

The Careers and University Advisers of the European School Munich

- For employers and parents -

Please complete the form and return it to the careers adviser on paper.

NAME OF COMPANY / ORGANISATION: _____

ADRESS: _____

EMAIL CONTACT: _____

PHONE NUMBER: _____

FAX NUMBER: _____

CONTACT PERSON: _____

To be completed by the establishment.

We are ready to welcome the following students in the period from 24th June till 5th July 2024 as an intern in our company/organisation.

STUDENT NAME _____

Place, Date

Company stamp/signature

To be completed by a parent or guardian

Place, Date

Signature of parent or guardian

- For the parents -

Internship outside Munich

Dear parents

Your son/daughter has decided to complete his/her internship outside Munich. The internship will take place **from Monday, 23th June to Friday 4th July , 2025.**

The school's insurance basically also covers internships; however, the prerequisite for this is that the internship is internally related to the school attendance and can also be assigned to the school's organisational area of responsibility. Particularly in the case of an internship abroad, the school is not in a position to guarantee such comprehensive supervision of the internship when this takes place outside of the greater Munich area. This means that you yourself should make provisions for travel, accommodation, care both at the internship place and for the time your child spends away from the internship place and ensure that your child is properly insured for the duration of the internship. We therefore recommend that you contact your personal insurance company. You should also check your health insurance coverage. We assume that the cost of supplementary insurance is low, but it should still be taken out if necessary.

As confirmation that you have taken note of this regulation, I kindly ask you to fill in the form below and return it to me **by 31 March 2024.**

Important: Students who have not submitted this confirmation by this date are not entitled to complete their internship outside of Munich.

Please contact the school if you have any further questions regarding the internship program.

PRAKTIKUM outside Munich

Name of the student _____ Class _____

Place of the internship _____

I hereby confirm that I will take full responsibility for my son/daughter for the entire duration of the internship. This includes travel, accommodation, and supervision directly at and outside the internship. I am aware that I must apply for the necessary insurance cover myself and ensure that adequate cover is available.

Signature _____

Name of legal guardian _____