

Task Catalogue Internship

Mobilities as pathways to 'hidden competences'



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Open questions about the internship expectations

a. Examples of open questions

- Why did you decide to do an internship at this company?
- What would you like to achieve during the internship?
- How do you imagine your internship?
- What tasks and challenges do you have?
- What is likely to be easy for you?
- What could be difficult?
- What do you think about the requirements that are put on you by the company?
- What would you like to know about yourself in terms of your professional vision of the future?

b. Examples of selection questions

During my internship I ...	very important	important	less important
want to get to know the difference between school and work.			
would like to know what it's like to work 7 hours a day.			
would like to test if I really enjoy working in the profession.			
would like to check if my ideas about the profession are correct.			
would like to get to know typical tasks and procedures in this			

Possible questions for daily reports

In accordance with the stated objectives of a daily report, the questionnaire is subdivided into the three subject areas:

a. Internship activities

- What tasks did you do during the day?
- Which devices or items did you use?
- Who helped you with the tasks? Who guided / supported you?
- What did you learn?
- Which internship activities are you particularly enjoying?
- What has driven you in your work so far?
- Which activities do you prefer less? Why?
- Which activities can you already handle well?
- What did you already do well?
- In which areas do you still have difficulties?
- Where do you still see weaknesses and learning opportunities?
- Why do you need advice and support?
- What are your next steps?
- Do you find the tasks you are working on difficult?
- Are the activities that you perform in line with what you had before the start of the internship?
- Can you use something learned at school for your internship activities?
- Are there any tasks that you would like to get to know during the further course of your internship?
- How was the task processing evaluated by your contact person / employees in the company?

b. Integration into the company

- Were you received kindly by the colleagues at the company?
- How do you feel about the working atmosphere?
- What does your workplace look like?
- Do you feel comfortable in the assigned workplace / office / department?
- Have you been given the opportunity to get to know different areas of the business?
- Is there a contact person for the time of the internship?
- Do you feel that your colleagues and contact persons are happy to help you when you have any questions?
- Have colleagues ever made critical statements to you? In what context has this happened? How did you react? Was the criticism understandable for you?

c. Experiences / impressions towards the end of the internship

- Have you had an especially nice day in the internship? Please describe this day.
- Did your internship experience help you decide on a suitable apprenticeship?
- Did certain experiences have a positive effect on the desire to actually start a job training in your internship profession in the future?
- During the internship, did you find that the job did not suit you? If so, how have you come to this conclusion?
- Is there something that disturbed / annoyed you during the internship?
- Were there situations in which you were unsure? When and why?
- What were your personal strengths in the internship?
- What did you enjoy most?
- What would you do differently next time?
- What were your biggest challenges / difficulties during the internship?
- Are there any characteristics (e.g., ability to work in a team, patience, determination, willingness to help, ability to take criticism) that you have discovered during your internship?
- What new interests did you develop?
- How do you rate your performance in retrospect?

Reflection questions

The Reflection Question Catalog is divided into the following areas:

a. Internship activities

Task performance

1. What did you do well / not so well so far?
2. Which activities / tasks do you already master well?
3. What are you still struggling with? Which obstacles do you have to overcome in your internship activities / tasks?
4. Which internship activities did you enjoy a lot? Why?
5. How varied are / were your internship activities?
6. How do you rate the degree of difficulty of your internship activities?
7. How do the internship activities affect your physical well-being?
8. How do the implements available in the internship facilitate your activities?
9. What responsibility is / was associated with your internship activities? What happens if you do not take this responsibility seriously?
10. What did you learn at school about the work you did? Is there anything that is done differently in the workplace than you learned at school?
11. How does your work differ from the work of the internship staff?

New activities

1. What activity / task did you perform for the first time in the last week?
2. Which activities would you like to get to know during your internship? Why?
3. Have you been explained / shown new tasks / activities?

Quality of activities

1. What were the results of your internship activities this week in terms of quality, speed and quantity?
2. What quality standards does the company have for the work you performed this week?
3. Are there any quality criteria that were not explicitly stated in your work assignments last week by your workplace supervisor / supervisor, but which nevertheless had to be respected, ought to be respected, or were personally important to you?
4. How do you ensure that the internship activities that you performed this week are of the highest quality?
5. Which situations with customers have concerned or annoyed you? How did you react?

b. Integration of the intern in the internship

Employees in the company

1. How did you work with colleagues this week?
2. In which work areas is teamwork important in your internship?
3. How did you feel about your relationship with the employees? How would you describe your relationship with the employees?
4. What feedback did you receive from the staff? In what form / how was feedback given on your internship activities?
5. Have the employees ever made critical statements to you? In what context has this happened? Were the critical remarks understandable for you?
6. In which reactions / behavior did you notice that the employees accept you?
7. Do you feel part of an employee team?
8. Can you ask questions about difficulties in the internship? How do the employees handle their questions?
9. How do the interns respond to your presence?

The atmosphere

1. Are you satisfied with the atmosphere in the company, are you feeling comfortable?
2. How much space and variety did you have in your work this week?
3. Special terms and terms are used in the workplace. In some professions, this goes so far that an outsider hardly understands anything. How do you deal with this situation?
4. How could you bring your wishes and interests into the internship so far?

c. Experiences / impressions / situation of the trainee

Experiences

1. What is a nice internship day for you? Describe a nice internship day for you.
2. How did your second internship week start?
3. What kind of experiences would you like to have during your remaining internship?
4. How did you experience the last days of the internship?
5. What did you particularly like about the internship so far? Why?
6. Is there something that has disturbed or annoyed you so far in your internship?
7. In which situations during the internship are you or were you unsure? Why?
8. Do you feel well in the internship?
9. What did you like so much during your internship?
10. What can you do better than you did before you left the internship?
11. What are your personal strengths in the internship so far?
12. What has changed for you during the internship - compared to the everyday school routine?

13. How do you take the work and break times in the internship company?
14. What were the biggest challenges or difficulties for you in the internship and how have you mastered them?
15. What do you know now more than before about the internship, the internship - and about yourself?
16. What qualities (e.g. resilience, patience, helpfulness, etc.) did you discover during your internship? What gave you courage?
17. What new experiences did the internship bring you?
18. If you have gone through different departments, what work did you like most?
19. What expectations and fears did you have before starting the internship?
20. What internship expectations have been met and which have not? What reasons were there for that?

Conclusions for the future

1. Does the internship reinforce your career aspiration?
2. How does what you experienced in the internship this week match your expectations of the internship?
3. You write in your weblog that you enjoyed the work in the internship company. Could you also imagine training in this area?
4. What are your plans for the future with regard to your training place search? What do you want to change?
5. What would you like to learn in the near future against the background of your internship experience?

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