Modell eines blended remote Praktikum-Prozesses

A) Vor dem Praktikum

1. Die passenden Praktikant*innen finden, Diversität

Diversity is an important point, with the employment of female interns. Often there is a lot of interest and openness towards new things, even if they have no previous experience. In general, the job advertisement should address a diverse audience, so you get a variety of CVs and can benefit from other perspectives and inputs. The difficulty is to show the girls that IT is not only something for 'nerds', but that there is much more to it. Girls tend to go into social and creative professions. So you have to show that as a developer you can be both, social and creative.

2. Den richtigen Zeitraum bestimmen

A remote internship can be especially good for those who already have experience in the field or in remote work. However, there are interns who still find it difficult to work independently. Here, there should be good onboarding, adapted to the individual learning pace of the intern so that he or she is not overwhelmed. **Onboarding should be taken seriously,** perhaps at the same time as other new staff/interns start, so that you feel part of the company. If there are no other interns, of course, give special consideration to the intern, they are not permanent employees but mainly interested in learning.

3. Tipps zum Bewerbungsverfahren/Vorstellungsgespräch

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est.

> *"Opportunities don't happen, you create them."*
>
> — Chris Grosser

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

4. Die wichtigsten Informationen – insb. rechtliche und soziale

There are 27 different training systems in the European Union, which were analyzed and categorized in the working paper (22/2014) 1 of the European Center for the Promotion of Vocational Training (CEDEFOP). The paper found that the training systems can be divided into four different clusters.

Group 1: Countries with learning units / training modules and a credit point system
e.g. Spain, Ireland, Luxembourg, Romania

Group 2: Countries with learning units / training modules and no credit point system
e.g. France, Poland, the Netherlands

Group 3: Countries without learning units / training modules and predominantly dual / company-based initial training
e.g. Austria, Germany, Liechtenstein

Group 4: Countries without learning units / training modules and predominantly full-time school-based initial vocational training
e.g. Czech Republic, Greece, Lithuania

The differences between the various training systems can give a company an insight into how extensive the competencies acquired are and what can be expected of an intern. In addition, it can provide information about whether an intern: has more theoretical or practical experience and can therefore estimate which tasks can be entrusted to him / her.

RECOMMENDATION

> When working with the interns, it is advisable to draw up a checklist before the internship begins so that everyone involved knows what to expect and when.

There should be a partnership agreement in which the mobility partners agree on what the interns should learn. It should be defined in it learning units and the possibilities of assessing the learning outcomes stipulated. For example, a small project of your own could be made here.

If the interns come from the dual system, i.e. they are in dual training, the internship can be included directly in the training contract.

Furthermore, a learning agreement should be made between mobility partners and the interns; this is signed by all those involved. The intern: in documents his / her activities and the acquisition of skills.

It is important that in a company that accepts an intern, provides a mentor / supervisor who takes care of the learner.

This person has a variety of important functions and thus contributes to the success of the remote internship.

Important Functions of the Supervisor

- Presentation of the individual departments or colleagues.
- Make sure that the learning objectives and their content are adhered to.
- Accessibility also outside of team meetings.
- If desired, consultation with the teaching staff of the school / sending company.
- Deciding which projects / tasks the intern can be trusted with.

For a blended remote internship, it is also important that the presence phase (s) are well coordinated. For example, if a company works predominantly remotely, the intern should also work remotely. When presential meetings take place, the interns should also attend personally. If the teams only meet sporadically in person, it is important that you help the intern with the transfer and accommodation.

If a company has a physical office in one place, it should be clarified whether the intern can: get into their own desk in the office or whether the internship is more of a rotative one. As a result, a stay abroad can be planned.

If the internship is intended more in the sense of a job rotation, then it must be planned exactly in which team the intern is: at which point of the internship and which part takes place remotely and which part takes place onsite. If there are longer or regular presence phases because the team does not work 100% remotely, the intern should think about setting up their own workstation in the office.

5. Frage der Unterkunft in der Präsenzphase

The question of accommodation begins with the age of the participants. Minors should preferably be accommodated in host families, also to control going out times. Adults usually opt for shared apartments or holiday apartments.
Many destinations have providers who offer apartments and shared apartments:
In Madrid e.g. AirbnB, Accommadrid, Citylife, Aluni.net, PYR solutions, Madrid easy.
When choosing an apartment, the internship company should definitely be aware that any help should be given. As already mentioned, accommodation should either be considered for the entire period of the internship or for the attendance phases.
If an intern: decides to spend a partially remote internship in its entirety at the destination, it should be ensured that the integration into the team takes place. Because a young person in another country without daily contact with colleagues can quickly become frustrated. It depends on the company culture, are there also meetings outside of work? Can you work flexibly from home and from the office?
If there are only occasional meetings in the team and most of the work takes place remotely, the accommodation should be more of a short term, e.g. in a hotel / Airbnb. If other employees should also come from outside, one could try to find accommodation close to the colleagues.

6. Fragen der technischen Voraussetzungen zur remote Arbeit

In the age of the cell phone, it can be assumed that the technical skills of children and young people in dealing with cell phones, tablets and computers are fundamentally high. Especially when it comes to using collaboration and social media tools, the younger generation is long ahead of the older generation. The internship provider should be aware of this in the first conversation. The question of the technical requirement also depends on the area of application in the IT company. In project management it is the use of communication and organization programs. In the front development it already goes under the user interface. Until, in the end, the programming of the machine is the focus of the backend development. One tip is to think back and be aware again that computer games have made some people want to teach the machine their own idea of how to play. This was the beginning of programming for some.
The question of the specific technical requirements depends individually on the company's area of application and its technical system.

> **TIP:** Clarify in advance which tools are already known in your digital infrastructure or which alternatives are known and give the interns access to the tools as soon as possible so that they can familiarize themselves with them.

7. Kulturelle und sprachliche Anpassung. Englisch- international

Erasmus + only offers linguistic adaptation through its online tools. Support for a language course on site can have a maximum budget of 100 €.
English should be the minimum requirement for anyone wanting to do an internship abroad. But English is not spoken in all countries.
When looking for an internship, you should research in which companies English is used as a second language. Mostly these are companies that are active on the international market.

> **!** Cultural preparation is very helpful as preparation for the internship in the destination. In addition to bureaucratic matters such as insurance, contracts, learning unit agreements, travel preparation, accommodation, etc., information about people, life and work and cultural characteristics (differences) should also be offered.