

**Friedrich-List-Schule (Berufsfachschule)**  
**Vocational School**  
**Internship Agreement**

**Preamble**

Friedrich-List-Schule (OSZ Büromanagement und Wirtschaftssprachen) allows students of the Vocational School for Foreign-Language Secretaries to undergo complete five-week career-oriented internships in companies on a voluntary basis. These internships are extracurricular school activities.

**1. Company offering the internship**

**2. Intern**

**3. Duration of Internship/Company Regulations**

Duration: from ..... to ....., Monday to Friday of each week.  
Students are required to be present at the company for a minimum of 6 and a maximum of 8 hours each working day, rest periods not included. They are obliged to comply with company regulations during that time.

**4. Nature of Internship**

The company providing the internship allows interns to acquaint themselves with typical day-to-day office jobs and activities in order to acquire skills and experience and to assist company staff within the scope of their skills and abilities.

**5. Intern Status**

Interns remain students of Friedrich-List-Schule for the length of their internship. During the internship, they are not trainees or employed within the framework of a vocational training contract which is subject to industrial law. They are not trainees in accordance with the Industrial Training Act. They are not employees according to the Employees' Representation Act nor are they labour in accordance with the Industrial Constitution Act.

**6. Remuneration**

The intern is not entitled to receive remuneration from the company providing the internship.

**7. Insurance/Liability**

The company providing the internship does not take out third-party liability insurance on the intern's behalf. Interns are advised to take out insurance of this kind on their own initiative. The company's third-party liability with regard to the intern is limited to premeditation intent and gross negligence.

**8. Obligation to secrecy**

Interns are obliged to maintain secrecy about any matters which become known to them during their internship in so far as these are classified information by nature or otherwise immune from disclosure. The obligation to secrecy remains binding beyond the duration of the internship.

**9. Internship Certification**

On completion of the internship the company certifies that the intern saw through the internship agreed upon.

**10. Copies**

The company providing the internship, Friedrich-List-Schule, and the intern each receive a copy of this agreement.

..... (place, date)  
für den Praktikumsbetrieb  
(Stempel, Unterschrift)

Berlin, .....  
for Friedrich-List-Schule  
  
Friedrich-List-Schule  
Marktstr. 2-3  
10137 Berlin

.....  
Company providing the internship

Berlin,

.....  
School's representative for internships/r

.....  
Intern

