



Work-orientation internship of seniors in Highschool

Approval of awarding an internship

- ☐ from 06/22/2020 to 07/03/2020 or
☐ from 06/22/2020 to 07/03/2020* (Please check the relevant box)

Dear Sir or Madam,
we are really appreciating your willingness to incorporate our student.
In contrast to the 9th grade internship, this internship is especially for the analysis of a choice of occupation (see information notice from school).

During their internship the students are supervised by the following staff:

_____.

We are thankful for your effort and obligingness. We appreciate your excess work and trust in good collaboration.

Best regards,

Jan Meichßner

(Coordination of Study- and work-orientation)

To be filled in by companies

We award an internship between the selected dates to the following student:

The supervisor inside the company is: _____

Reachable by phone internationally: _____, e-mail: _____

Please provide a company stamp or exact address!

Date

Signature of the HOD of internships of the company

* There is the possibility to extend the internship one week into the holidays on a voluntary basis.
Should this be agreed by the student and the company, please check the corresponding box.