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Carola Heffenmenger

Mandatory Teaching Internship

Dear Madam or Sir,

We hereby confirm that the student has to complete a mandatory practical training for the Master of Education program at the *Universität Hamburg* (University of Hamburg).

As stated by the module description, teaching practice comprises the obligation of working 15 days during the term and 4 weeks during the semester break at the chosen school. Depending on the given framework, other arrangements are possible, but a total of 32-35 practice days are to be completed in any case. We recommend that students spend at least 5 hours at school each practice day.

Students are required to arrange 20 lessons with the guidance of the supervising teacher and to observe 50 lessons in the subject of their choice during the whole practical training. When teaching on their own, it is expected that the mentor teacher gives advice to the students during the planning process and provides feedback after the lesson. If possible, we advocate that the students get to know elements of the schools' daily routine outside the classroom, such as supervision during recreation, conferences and/or school trips. We also recommend observing one class in different subjects and advice to observe more than one teacher. Teaching practice is to be completed with an evaluation and consultation interview between mentor teacher and student, which aims to critically analyze the student's suitability and aptitude for teaching.

The internship is accompanied by a pedagogical content seminar, which can also be completed online for students who serve their practice abroad. The audit is the responsibility of the Hamburg lecturers. The experienced school practice will be an integral part of the examination.

Kind regards from Hamburg,

Carola Heffenmenger