



INTERNSHIP BOOKLET

Version 01/2024

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1 General information regarding the internship

1.1 Sense and purpose of the internship

During the internship, main focus is on gaining teaching experience. This part of the water sports instructor course confronts the trainee with everyday life at school and the later professional situation. The internship booklet is intended to help raise awareness of the complexity of teaching. Furthermore, the intern should take on tasks giving them the opportunity:

- to discover a water school's business with its various tasks,
- to examine their own attitudes towards the profession of water sports instructor,
- to apply the knowledge acquired during the instructor course in practice, to record it in written form and to look at it retrospectively,
- to recognise perspectives and limits of courses for children, young people and adults, to deal critically and creatively with site-specific conditions and problems,
- to develop methodological solutions for typical practice learning problems.

1.2 Registration and timing of the internship

The internship is a mandatory part of the instructor training. A duration of minimum 21 days (3 weeks) with minimum 100 hours (50 hours for SUP) is required. In exceptional cases, the internship can be shortened (authorisation from the office required). Candidates will only receive their licence after the completed internship and after the presentation of all necessary documents (photo, VDWS membership application, first aid certificate, DLRG lifeguard bronze or successful participation in the VDWS rescue course).

The internship can **only take place at a VDWS school entitled to run internships. The applicants chose their respective internship place. We recommend to contact school and supervisor in charge in a timely manner. Applicant and water sports school agree together on working hours, remuneration and other benefits. VDWS is happy to provide advice regarding the drafting the employment contract (see also 1.5, as well as the model agreement under 4.).**

You can find a current list of VDWS member schools that are entitled **internship schools** on the internet: www.vdws.de / Water Sport Center / Internship schools.

The internship registration (page 7) must be sent to the association before the start of the internship. **Non-registered internships are invalid.**

Internship before the instructor course

The recognition of an internship carried out before the training course is only possible if:

1. the written registration at the office takes place before the beginning of the internship and at least 2 months before the instructor course.
2. the fully completed "Final evaluation", as well as the internship checklist and at least one Lesson planning (LP) (pages 9, 11 & 12) are submitted at the start of the instructor course.

1.3 Tasks of the intern

Interns should inform themselves as comprehensively as possible about school and teaching conditions at the internship location under the respective conditions. The aim is to gain first access to the profession-specific tasks of the water sports instructor through individual action. These experiences can be connected to the knowledge acquired during the instructor course. This includes, among other things:

- Analysis of lessons and their particularities during the sitting in on classes,
- Planning, conducting of and reflecting on the personal teaching experiments and their particularities in consultation with the water sports instructor,
- Other tasks e.g. office work, repairs, rescue, rental,
- Guest relations at school events (e.g. travel event, test week).

1.4 Duties of the supervising VDWS school and the instructor

The responsibility for the internship with its requirements as described here fully lies with the VDWS school entitled to supervise internships. Gradually and under the given conditions, trainers should try to make the manifold connections of the professional field transparent to the intern. This could include, among other things:

- Support and advice for the intern regarding the school environment,
- Sitting in on classes (the intern actively participates in planning, implementation and follow-up of the teaching examples),
- Supervision and guidance for autonomous lessons,
- Familiarisation with the VDWS licence system (conducting theory lessons, basic licence examinations, issuing basic licence cards & registration at the Checkpoint),
- Implementation of extracurricular tasks, e.g. organising regattas, video evenings, barbecues,
- Support for the intern in carrying out the respective tasks and discussion of any problems that arise,
- Assessment of the intern as well as confirmation of the proper course of the internship.

1.5 Checklist internship agreement

In order to avoid misunderstandings, we strongly recommend to write down the agreement between school and intern.

The following points should be fixed.

Duration of the internship

When does the internship start, when will it end?

Is any further employment directly after the internship projected and if so until when?

Travel and lodging

How are arrival and departure organized? Who pays what?

What about lodging (kind of lodging, its location), who pays what and what is the distance to the school?

What about board? What does it cost?

Remuneration

What is the remuneration during the internship?

When do payments take place?

What about health insurance?

Supervision during the internship

Who is the supervising instructor and does he/she have a valid licence to supervise internships in the respective discipline?

Does the supervising instructor actually work on/at the water is he/she only busy with organisational tasks?

Does the water sport center propose courses that allow for an adequate completion of the internship (beginner courses)?

Which courses take place on a regular basis (kids courses, courses for adults, beginners, advanced)?

Working time

How many standard working hours per day and working days per week?

When does work usually start, when does it end?

Is there any time to practice for your own?

What about days off?

Field of activity

Which tasks regularly occur in addition to teaching? (e.g. working at the help desk, repair, beach and rental service, barbecue and/or other services, customer shuttle, motor boat rescue).

You can find a template of an internship agreement in the appendix of this booklet!

2 Course of the internship

The following describes the contents for an ideal internship:

2.1 Teaching

The most important task of the internship is to gradually make the intern acquainted with the beginner training, in a way that is adapted to his or her level of proficiency and learning progress.

For interns with no previous teaching experience, it is recommended to start with **sitting in on classes**: the intern takes part as an observer in a beginner's course run by his/her supervising instructor. Before the respective lesson, both can fix individual observation focuses (e.g. method, organisation, demonstration, media), which will be specifically reflected upon and evaluated after the lesson.

The intern then conducts his/her first lessons in **cooperation** with the supervising water sports instructor. In the beginning, this can be limited to single parts of the lesson. More and more parts can then be taken over by the intern up to the complete beginners' course. The intern should always get the opportunity to ask questions and exchange experiences. Preparation and follow-up should be discussed thoroughly.

In the actual implementation of the lessons, many things will not go as planned in writing. However, the presence of the supervising instructor should guarantee the continuity of the lessons even under difficult conditions.

The follow-up of a lesson consists of one's own reflection (self-assessment) and the discussion with the supervising instructor (external assessment), which will result in tips and suggestions for further course of action.

After this settling-in period, the intern should plan, implement, and reflect on lessons **independently**.

Written documentation, in the form of a lesson planning, helps the intern to consolidate what has been experienced and discussed. It is part of an adequate lesson preparation and is recommended especially for taking over individual parts of lessons or also when elaborating a lesson run autonomously.

At the end of the internship, a lesson planning (LP) must be submitted to the VDWS office together with the other documents.

A guideline for preparing the content of the lesson planning can be found on page 9 and the template for a lesson planning on page 9.

2.2 Further contents

At the beginning of the internship, the intern should intensively deal with the conditions on site. The **conditions of the spot** and the specific environment (e.g. club school, campsite) prevailing at a training location have a decisive impact on teaching, course offer, planning and learning steps. The following points should be considered and discussed:

- teaching area, environment, local conditions, abroad/domestic,
- wind conditions, climate
- waters (water depth, temperature, water quality),
- special features/shore characteristics,
- Equipment and facilities of the school.

As employee of the VDWS school, the intern should also be familiar with the school's existing **safety concept** and with the procedures. This includes knowledge of all safety-relevant aid and rescue equipment, as well as familiarisation with the emergency plan in order to be able to react appropriately in emergency situations inside and outside the teaching activity.

A thorough knowledge of the training equipment gives the intern confidence in handling it. Regarding this, the intern should become acquainted with all problems and weak points of the used training equipment and carry out **repair and maintenance work** together with the supervising instructor.

2.3 How to use the VDWS licence system

During the internship, the intern must discover and practice the use of the VDWS licence system. This includes preparing the course participants for the examination (theory lessons), supervising, and evaluating basic licence exams, as well as, in the best case, issuing licence cards and registering them in the VDWS Checkpoint.

2.4 Feedback

Feedback is an essential part of any teaching assessment. In addition to the intern's self-reflection and feedback from the supervising instructor after each lesson, feedback from the course participants should also be obtained and be part of the evaluation.

The **teaching feedback form** can be used to help with this assessment (page 10).

2.5 Final evaluation of the teaching skills

The final assessment of teaching competence is similar to the demonstration lesson in the instructor course. It is carried out when the supervising instructor confirms a sufficiently high teaching competence of the latter. The supervising instructor observes and evaluates the intern's independent teaching. The intern may choose the course topic of the beginner course, which should not cover more than 30 minutes. The intern's written lesson planning is an essential part of the final assessment by the supervisor and is sent to the office at the end of the programme together with the other documents. Only a positive assessment will lead to a successfully completed internship.

You can use the form on page 10 for this evaluation. The result shall be filled in on page 12.

2.6 Internship certificate

The assessment takes place at the end of the internship. It is in the hands of the supervising instructor and consists of different parts.

Starting with **Breaking down the assignment times** according to the different areas of assignment in the internship.

The successful completion of the final **demonstration lesson** and the correctness of the **lesson planning** in terms of content and subject matter shall be confirmed.

Then comes the **general written evaluation**. It should include information on the intern's customer orientation, teaching quality, ability to work in a team, commitment, ability to work under pressure, etc.

Finally, the internship is marked as "approved" or "not approved" by the supervising instructor - based on the previous assessments - and confirmed by signature and school stamp.

After completion of the internship, a copy of the final evaluation (page 12) as well as the check list (page 11) and at least one lesson planning (page 9) have to be sent to the VDWS office - digitally only! – (→ info@vdws.de). The internship will only be recognized after presentation of these documents.

2.7 Handling of problems during the internship

Should the intern complain in the course of the internship, regarding content, supervision or the framework conditions stipulated in the internship contract, this should be discussed immediately with the supervising instructor and/or the internship school.

Should the disagreements persist, please contact the VDWS office (→ info@vdws.de) to find a solution together.

ANMELDUNG ZUM PRAKTIKUM INTERNSHIP REGISTRATION

Vor Beginn des Praktikum an die VDWS-Geschäftstellen einsenden.

Bei Vor-Praktika ist die Anmeldung spät. 2 Monate vor Lehrgangsbeginn einzureichen.

Email: info@vdws.de

Must be send to the VDWS offices before the start of the internship.

For pre-internships, the registration must be submitted not later than 2 months before the start of the course.

Email: info@vdws.de

LIZENZANWÄRTER VDWS TRAINEE

Name, Vorname

Surname, Name

Geb. Datum

Date of birth

Telefon

Telephone

Email

Beginn des Praktikums:

Start of the internship:

Ort/place, Datum/date

Unterschrift, signature

PRAKTIKUMSSCHULE INTERNSHIP CENTER

Name der Schule

Schoolname

Schulmitgliednr.

Schoolmembership no

Betreuender VDWS Instruktor

Supervising VDWS instructor

Mitgliednr. Instruktor

Member no. instructor

Nur bei Vor-Praktika auszufüllen / Only to be filled in for pre-internship

Ferner bestätigen wir hiermit, dass der Praktikant in einem festen Arbeitsverhältnis mit uns ist, und dieses über ein längeren Zeitraum als das VDWS-Praktikum besteht.

Furthermore, we hereby confirm that the intern is in a permanent employment relationship with us and that this lasts longer than the VDWS internship.

Ort/place, Datum/date

Unterschrift, signature

Lesson planning - guideline

Name: Topic: Date:
 Duration: Location: No. of trainees:
 Equipment: Waves: Wind:

| Time | Objective | Content/exercise | Method | Organization | Teaching aids | Remarks |
|------|-----------|------------------|--------|--------------|---------------|---------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. |

- 1. Time:** Duration in minutes. Useful for partial goals, partly also for individual exercises. Attention: The sum should be equal to the course duration.
- 2. Objective:** Use present tense as if the goal had already been achieved: trainee is able / trainee knows / trainee understands / trainee experiences / trainee feels ... Each individual exercise should have one or more learning objectives associated with it. It should be ensured that all types of learning objective are covered, i.e. motor, cognitive & social-affective learning objectives.
- 3. Content/exercise:** Pay attention to methodology, i.e. exercises build on each other in small steps. The exercises should fit the learning objective. List (do not summarise) each individual exercise (also variant). Keyword lists on the theoretical contents to be communicated.
- 4. Method:** Ensure an adequate mix of methods. Questions or tasks should be explained in the content column. Each exercise/ each content should have its own method (no collection of methods for one objective).
- 5. Organization:** Here you list what you need to consider during the exercise: e.g. forms of set-up (rotation, non moving), social forms, involvement of other trainees, positioning of instructor/trainees, choice of location, water depth, space according to windward-leeward, ...
- 6. Teaching aids:** When do you need which methodological or organisational tools? List the tools according to their use. Already plan on shore what you will need on the water.
- 7. Remarks:** Space for your own comments

Lesson planning - template*

Name: Topic: Date:
Duration: Location: No. of trainees:
Equipment: Waves: Wind:

| Time | Objective | Content/exercise | Method | Organization | Teaching aids | Remarks |
|------|-----------|------------------|--------|--------------|---------------|---------|
| | | | | | | |

** this plan can be used as a template - we recommend creating your own plan in a suitable spreadsheet (MS Office, or similar)*

Feedbackbogen für den Unterricht

Lessons feedback sheet

This sheet helps the trainee to evaluate the teaching units performed independently and as an assistant.

Name of the trainee

Name of the supervisor

Lesson schedule

++ / + / 0 / -

Notice

Contents and exercises build on each other

Adapted choice of methods

Appropriate organisation of lessons

Group involvement planned

Methodical and didactic skills

Exercises build on each other

Comprehensible exercise instructions

Recognise errors

Error corrections

Adaptation of the exercise series

Demonstration skills

Light and strong wind expertise

Teaching of theoretical basic knowledge

Learning goals checks controlled

Organisation

Time management during the course

Correct assessment of wind and weather

Social competence

Active involvement of all students

Motivational ability

Role model function

Customer orientation

Safety

Safety briefing

Take-off/Drop-off & Landing/Docking

Defined training area

Safety area available

Feedback

Self-reflection

Student feedback

Praktikumscheckliste Internship checklist

Übersicht zur Kontrolle der Praktikumsinhalte. Diese Liste kann als Aushang für den täglichen Abgleich der Inhalte genutzt werden.

Nach Beendigung des Praktikums an die VDWS-Geschäftsstelle senden: info@vdws.de

Overview for checking the contents of the internship. This list can be used as a notice board for the daily comparison of the contents.

After completion of the internship, to be send to the VDWS office: info@vdws.de

Name des Praktikanten
Name of the trainee

Name des Betreuers
Name of the supervisor

1. Anmeldung zum Praktikum-vor Praktikumsbeginn/ Internship registration-before the start of the internship
2. Praktikumsvertrag / Internship contract
3. Einführung in Revier und Schulungsstandort / Introduction to the spot and training location
4. Einarbeitung in das Sicherheitskonzept der Schule / Familiarisation with the school's safety concept
5. Check der Praktikumsstunden / internship hours check
 - Hospitation im Unterricht (Std. pro absolvierter Unterrichtseinheit) / Lesson shadowing (number of hrs. per completed teaching unit)
 - Assistenz im Unterricht (Std. pro absolvierter Unterrichtseinheit) / teaching assistance (number of hrs. per completed teaching unit)
 - Eigenverantwortlicher Unterricht (Std. pro absolvierter Unterrichtseinheit) / independent teaching (number of hrs. per completed teaching unit)
- Materialpflege und Wartung ind Std./ material care and maintenance in hrs.
- Arbeit am Counter in Std. / working at the counter in hrs.
- Außerunterrichtliche Aufgaben in Std. / extra-curricular tasks in hrs.
6. Ausarbeitung von Stundenverlaufsplänen / Working out lesson schedules
 - für verschiedene Unterrichtseinheiten(Stückzahl) / for different teaching units (quantity)
 - für einen kompletten Einsteigerunterricht (Stückzahl) / for a complete beginner's course (quantity)
7. Umgang mit dem VDWS-Lizenzsystem / Working with the VDWS licence system
8. Einholen und Auswerten von Schülerfeedback / Collecting and analysing student feedback
9. Abschließende Beurteilung des Praktikanten durch den betreuenden Instruktor /
Final evaluation of the trainee by the supervising instructor
10. Anmerkungen des betreuenden Instructors:/ Comments from the supervising instructor:

ABSCHLIEßENDE BEURTEILUNG FINAL EVALUATION

Nach Beendigung des Praktikums an die VDWS-Geschäftsstelle einsenden: info@vdws.de
Von betreuender Instruktor auszufüllen

*After completion of the internship, send to the VDWS office: info@vdws.de
To be completed by the supervising instructor*

Betreuender Instruktor/supervising instructor Name Praktikanten/Trainee

Schul-ID / School-ID:

Zeitraum Praktikum / internship period:

Kommentar des betreuenden VDWS-Instruktors zum Verlauf des Praktikums *Comment from the supervising VDWS instructor on the course of the internship*

Einsatzzeiten in den verschiedenen Bereichen

Operating times in the different departments

Std / Hrs

Std / Hrs

Hospitation im Unterricht / lesson shadowing

Materialwartung / material maintenance

Assistenz im Unterricht / teaching assistance

Stationsarbeiten / work at the center

Eigenverantwortlicher Unterricht /

Arbeit am Counter / counter work

independent teaching

Außerunterrichtliche Aufgaben /
extracurricular tasks

Lehrprobe / Teaching

Anerkannt / Recognized

Nicht anerkannt / not recognized

**Stundenverlaufsplan /
Lesson schedule**

Anerkannt / Recognized

Nicht anerkannt / not recognized

Begründung der nicht Anerkennung / Reasons for non-recognition

Allgemeine abschließende Beurteilung des Praktikanten *General final evaluation of the trainee*

(Kundenorientierung, Unterrichtsqualität, Teamfähigkeit, Engagement, Belastbarkeit, etc.) / (customer orientation, teaching quality, ability to work in a team, commitment, resilience, etc.)

Hiermit bestätige ich, dass der Praktikant alle für das Praktikum notwendigen Leistungen nachgewiesen hat.

I hereby confirm that the trainee fulfilled all the requirements for the internship.

Praktikum anerkannt / internship recognized

Nicht anerkannt / not recognized

Unterschrift Betreuer /Signature supervisor

VDWS internship contract

The Company _____

(hereinafter referred to as "Employer")

and

M./Mrs./Ms. _____ born on _____
residing in _____

(hereinafter referred to as trainee)

agree on the following contract concerning the internship required for the acquisition of the VDWS e.V. instructor licence.

§ 1 Purpose and contents of the internship

1. The training for VDWS windsurfing, kiteboarding, wingfoiling, SUP or sailing instructor includes an internship at a VDWS school entitled to supervise internships. This internship aims at training and widening of knowledge, capacities and skills as well as practical experiences in a water sport center. The internship booklet put at the disposal of every internship trainee by the association describes training contents, timing and documentation requirements.

2. The internship booklet defines certain tasks. In addition to these tasks, the trainee may fulfill the following extra tasks, which are typical for water sport centers: desk and office work, repair, beach and rental service, guest services and choice of products of the center, motor boat rescue.

§ 2 Duration of the internship

1. The VDWS internship consists of 100 hours (SUP 50 hours). It starts on _____ and ends on _____ without a notice of termination being required.

2. The usual daily working hours are from _____ to about _____ o'clock. The usual weekly working days are _____ Days off are granted as follows _____

3. The following special arrangements for the internship duration apply:

4. A subsequent employment relationship after the proper internship requires a separate contract.

§ 3 Probationary period

1. The probationary period lasts _____. During this period of time, both sides are allowed to terminate the contract without notice period; the termination must be made in writing.

§ 4 Supervision of the trainee

1. The employer ensures that their school is a VDWS recognized school entitled to supervise internships in the discipline of the respective internship. The employer also assures that the center organizes beginner courses, in order to guarantee the proper training of the instructor candidates.

2. The employer ensures that the supervising instructor is actively involved in the center's training activities and has a valid VDWS internship licence.

The following person will be in charge of the supervision of the trainee:

Name VDWS Instructor VDWS licence number

Name VDWS Instructor VDWS licence number

§ 5 Internship booklet

The trainee must keep the predetermined internship booklet in a timely manner. It must be presented upon request. Information subject to secrecy shall not be indicated in the internship report. As a principle, personal data must be anonymized.

§ 6 Acknowledgement of internship

The successful completion of the internship will be certified by means of the form that is part of the VDWS internship booklet. This form contains information about place, type, duration and objective of the internship as well as details on personal conduct, motivation and professional skills of the trainee and the successful completion of the internship. In case the internship is ended prematurely, only a certificate has to be handed out.

§ 7 Rights and duties of trainee and employer

1. The trainee commits to the following: he/she shall follow the instructions given by the employer or by a person entitled by the employer. He/she shall fulfill the assigned tasks consciously, respect the existing rules, especially the rules for the prevention of accidents, and handle the working tools in a careful manner. He/she shall respect confidentiality and secrecy to the same extent as do the other staff members.

2. The employer commits to the following: within the framework of the present contract, he/she will employ the trainee in a manner to serve the achieving of the internship objectives. He/she will assign tasks to the trainee that are doable within the agreed duration of the internship and provide the trainees with expert guidance.

§ 8 Remuneration

1. The internship remuneration amounts to _____ Euros.

The payment will be made _____

2. Further agreements: _____

§ 9 Leave

The leave is governed by the statutory provisions. The moment of leave shall be fixed between the employer and the trainee, taking into account the operational and personal concerns of both sides. Both sides agree the following

§ 10 Arrival, accommodation, board

1. The following is agreed for arrival at and departure from the water sport school:

2. The following is agreed for lodging during the internship:

3. The following is agreed for boarding during the internship:

§ 11 Insurances

The employer shall arrange adequate liability and accident insurance for the duration of the internship. The following is agreed as for health insurance:

§ 12 Illness and inability to work

1. In case of illness, the trainee must report their disability immediately and submit a medical certificate no later than within three days. The certificate indicates the incapacity, its beginning and expected duration. If the incapacity lasts longer than specified in the certificate, the trainee must submit a new medical certificate.

2. In case of inability to work, the trainee must report their inability immediately, if possible on the first day of the inability, and state the reasons. If the inability to work is known beforehand, the employer must be asked for consent.

§ 13 Further agreements

§ 14 Miscellaneous

1. Both parties agree on the content of the present contract. Changes and additions to this work contract must be made in writing and shall be signed by both parties.
2. The invalidity of single provisions of the contract will not affect the effectiveness of the remaining provisions.

(Place, date)

(Signature employer)

(Place, date)

(Signature trainee)
(For minors, signature of legal representative)