

Preparation for an internship or research stay (BPSA)

1.) Preliminary considerations/ definition phase

- What do I want to do? Internship or research? Collection of ideas
- Why do I want to do this? Clarify interests and goals

2.) Planning phase

- Research: - Obtain information, discuss with friends and caregivers
- Draw up project plan:

→ Write down goal and subgoals and discuss (if possible).

- Means of implementation?
- Infrastructure on site?
- How long can/will I do the internship/study visit?
- What costs will I have?
- What do I have to/can I prepare before departure (research, contacts...)
- Which people/institutions/partners are important for my project?
- What can the schedule for the stay look like?
- Realistic planning:
 - Is the project adapted to the country?
 - Is the time sufficient?
 - What are the costs?

→ "Stand on at least 2 legs" → Alternative "project" up your sleeve

→ Submit application to Stube Sachsen

2.1) Internship

- Discussion with supervisor
- Obtain information on which companies are possible → Write to companies, contact them

2.2) Research

- Write idea concept (and possible alternative) for supervisor
- Discuss concept with supervisor
- Contact and obtain information from:
 - Universities on site
 - International development cooperation organizations
 - German development cooperation organizations
 - Organizations on site

3.) Implementation and stay in the home country

3.1)

Professional

- Contacting company, university, organizations, etc.
- Visiting institutions dealing with the subject e.g. ministries, nat. and intern. Organizations, consultants, etc...
- Adapting the project on site to local conditions.
- Interim check: am I achieving my goals?
- Investigate possibilities for professional integration

Private

3.2)

Private

- Family, friends, personal, social, economic, and political changes changes

3.3)

Back in Germany

- Evaluation of the results with supervisor and fellow students
- Preparing a report and a presentation for STUBE (8 weeks after the stay)