

University of Konstanz

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## Database of Internships and Internship Reports

Dear Sir or Madam,

Currently Mr./Ms. ...., a psychology student at the University of Konstanz, is completing an internship at your institution.

In order to facilitate our students' searches for future internships, we provide access to a list of organizations that have previously provided internships for one or more of our students. Using a code that refers to the corresponding internship report, students can access our archive of internship reports. Only psychology students of our university have access to these internship reports, which are copyrighted and may not be reproduced.

Our aim is to simplify the search and to keep the information up-to-date. Therefore we have created a database which is accessible via the intranet of the University of Konstanz. Apart from the aforementioned contact details, this database provides more detailed information about the internship - ideally the internship reports. The database is anonymous, **password protected** and only accessible to our students via intranet. It is available at [www.psychologie.uni-konstanz.de/studium/bachelor-of-science/pflichtpraktikum/praktikadatenbank/](http://www.psychologie.uni-konstanz.de/studium/bachelor-of-science/pflichtpraktikum/praktikadatenbank/) after a successful login with user name and password.

There are several options for your institution to be represented in the database:

1. Publication of the contact details of your organization (not including the contact person)
2. Publication of the contact details of your organization (including the contact person)
3. Provision of the anonymous internship report (without any personal information, e.g. name of a supervisor)

We will, of course, respect internal data protection protocols. On the attached document, you can state exactly the elements to which you would like to give consent.

The advantage for your institution will be that students can find your organization more easily. Future internees will be able to gain a more precise idea of the tasks and conditions that expect them, but also of your expectations from the internees.

We kindly thank you for your cooperation.

Sincerely yours,

Serpil Hummel

**Declaration of consent**

I, ....., give consent as a representative of  
our company/organization/clinic....., that

	<b>Yes</b>	<b>No</b>
▪ the aforementioned organization will be published within the new online traineeship database (only contact details)	—	—
▪ the aforementioned organization will be published within the new online traineeship database (contact details plus the name of the local contact person)	—	—
▪ the internship report in my organization without any personal information (e.g. name of a supervisor) will be made accessible online in the intranet of the university using a password	—	—

The following contact information is permitted to be included in our database of institutions providing internships. Please include only personal information if it is either your own and you agree with the above mentioned, or if you have the informed consent of the person concerned at hand.

**Name of the organization** .....

**Field of work/department** .....

**Address of the organization** .....  
.....

**Contact person** .....

**Phone** .....

**Fax** .....

**E-Mail** .....

**Website** .....

By: .....

Date Signed: .....

**Note:** This declaration of consent can be revoked at any time. If you wish to do so, please send an e-mail to [praktikum.psychologie@uni-konstanz.de](mailto:praktikum.psychologie@uni-konstanz.de) or call (+49) 07531/88-2319.