KH Mainz
Katholische Hochschule Mainz

Application for Recognition as a cooperating placement organization of the Catholic University of Applied Sciences, Faculty of Social Work and Social Sciences

Name of the Student _____		
Postal Code: _____	City/Town: _____	Street and House Number: _____
Telephone: _____	E-Mail: _____	

Placement Organization Data

Name of the Sponsoring Organization: _____		
Name of the Placement Organization: _____		
Postal Code: _____	City/Town: _____	Street and House Number: _____
Telephone: _____	E-Mail: _____	
Type of Organization: _____		
A written organizational concept is attached as a PDF (optional) ☐ YES		

Concept of the Placement Organization

The placement organization can be assigned to the following field(s) of practice (multiple answers possible):

☐ Child and Youth Work, Youth Association Work
☐ School Social Work
☐ Child and Youth Welfare Services
☐ Services for Persons with Disabilities
☐ Services for People in Special Life Situations
☐ Basic Income Support, Employment and Unemployment Services
☐ Services for Older Adults, Elder Education, Hospice Care
☐ Child Care Center (KiTa) Social Work
☐ Migration, Internationalization and Interculturality
☐ Psychiatric Services / Social-Therapeutic Facilities
☐ Counseling Services
☐ Experiential Education
☐ Youth Social Work
☐ Educational Work
☐ Legal Guardianship Services
☐ Community Social Work
☐ Assisted Living
☐ Rehabilitation Facilities

Other: _____

Information on Team Structure and Qualifications (Team)

What educational backgrounds do the professionals at the placement organization have?

For individuals with multiple qualifications, please indicate only the highest qualification. Enter the number of persons holding each qualification.

Staff Group	Full-time	Part-time
Social Pedagogue / Social Worker		
Academically qualified staff (e.g., Early Childhood Educator, Pedagogue/Educational Scientist, Psychologist)		
Professionally qualified staff (e.g., Educator, Social Pedagogical Assistant)		
Staff with other qualifications		

Information on the Implementation of the Practical Phase

Which areas of activity are intended for students?

_____

We confirm that the following generalist learning objectives can be achieved. ☐ YES

1. Reflect on normative and legal foundations
2. Understand administrative objectives and financing issues
3. Understand organizational and institutional contexts
4. Analyze the problems and needs of specific target groups
5. Develop and implement field-specific problem-solving strategies
6. Network within and outside the organization
7. Reflect on one's own professional actions
8. Develop a professional identity and role

Team meetings take place with the following frequency

Duration and schedule:
_____

Are regular supervision opportunities offered? (optional)

◯ Yes ◯ No

If yes, to what extent?
_____

In which organization- and facility-internal activities do students participate during the practical phase?

☐ Team meetings ☐ Supervision sessions ☐ Training and continuing education

Other:
_____

Is there an orientation plan for the components of the program that take place in a professional setting??

◯ Yes ◯ No

Information on the Practice Supervisor (Person)

Name, First Name _____	Function in the Organization _____
Telephone _____	E-Mail _____

Academic Degree:

Options:

- ☐ Social Pedagogue
- ☐ Social Worker
- ☐ Social Pedagogue / Social Worker
- ☐ Diploma
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Comparable Degree: _____

State recognition is available ◯ Yes ◯ No	At least 3 years of experience in this field of practice ◯ Yes ◯ No
Employment scope at least 75% of a full-time position per week (This is based on the weekly working hours applicable locally for a full-time position.) ◯ Yes ◯ No Employment scope at least 50% of a full-time position per week (This is based on the weekly working hours applicable locally for a full-time position.)	At least 1 year employed at this placement organization ◯ Yes ◯ No

❍ Yes ❍ No Note: Second qualified professional with at least 50% employment must be listed below	

Note: A senior manager without direct practical involvement cannot act as a supervisor. Supervision must be provided by a professional who is in direct professional and daily contact with the target groups.

Information on the Second Practice Supervisor (Only if two professionals with at least 50% employment are involved)

Name, First Name _____	Function in the Organization _____
Telephone _____	E-Mail _____

Academic Degree:

Options:

- ☐ Social Pedagogue
- ☐ Social Worker
- ☐ Social Pedagogue / Social Worker
- ☐ Diploma
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Comparable Degree: _____

State recognition is available ❍ Yes ❍ No	At least 3 years of experience in this field of practice ❍ Yes ❍ No
Employment scope at least 50% of a full-time position per week (This is based on the weekly working hours applicable locally for a full-time position.) ❍ Yes ❍ No	At least 1 year employed at this placement organization ❍ Yes ❍ No

The practice supervisor already has experience supervising students
❍ Yes, in cooperation with KH
❍ Yes, in cooperation with the following universities: _____
❍ Yes, several times
❍ No

Does the practice supervisor hold additional qualifications in practice supervision?
❍ Yes ❍ No

If yes, with which educational provider? _____

The following amount of time is made available for supervision: _____ hours per week

In the event of substitution, the following person will assume supervision:

Name, First Name _____	Function in the Organization _____
Telephone _____	E-Mail _____

Social Work operates on the basis of scientific knowledge, ethical reflection, democratic principles, and responsibility toward individuals, organizations, society, and communities. Principles of social justice, human rights, collective responsibility, and respect for diversity are central to Social Work.



Signature (Placement Organization / Supervisor)

For university use only:

☐ Placement organization approved
☐ Placement organization rejected because: _____

☐ Supervisor approved ☐ Supervisor rejected because _____



Signature (Catholic University of Applied Sciences, Faculty of Social Work)