

**Career  
Service**



**Freie Universität Berlin**

## Career Service

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**Career Service** of Freie Universität Berlin supports students in all matters relating internships, job applications and career.

Three main parts:

1. **Information Centre and trainings and workshops:** information and guidance concerning internships and job entrance; lectures and workshop program; online job offer exchange
2. **General Professional Skills Courses (ABV):** Personal and social-communicative skills; obligatory Internship Modules
3. **Internships abroad (International Career Service):** information and guidance; scholarship programs (e.g. ERASMUS, PROMOS, DAAD); international business corporation

# 1. Information Centre

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We offer an extensive **reference library** with information on the following topics:

- career opportunities
- job application at home and abroad, assessment center, certificates
- lists of companies and addresses
- entry into the world of employment
- working and internships abroad
- Soft skills such as presentation techniques
- „Arbeitsmarkt“ journal

**Internship an job offers** online:

<http://www.fu-berlin.de/sites/career/jobboerse/index.html>

# 1. Lectures and Trainings

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We offer an extensive **program of lectures and workshops** with different themes, to include:

- job application: application (in writing), job interview, AC
- job application for international students
- job application abroad (languages: English, Spanish, French)
- small talk, self-presentation, business etiquette
- improved reading
- company presentations e.g. Google

Schedule: [www.fu-berlin.de/career](http://www.fu-berlin.de/career)

# 1. Information Centre

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## Office hours information centre:

Monday and Wednesday	10 a.m. – 4 p.m.
Thursday	10 a.m. – 2 p.m.

During the opening hours our student assistants support the students and guide them through the information.

## 2. General Professional Skills Courses (ABV)

The Career Service offers a range of modules within the **General Professional Skills Courses (ABV)** obligatory for bachelor students (ABV):

### Personal and social-communicative skills :

- presentation and moderation training (5 credit points)
- interviewing and negotiation training (5 credit points)
- optimization of working process workshop(5 credit points)

### Internship modules

- internship module (5, 10 or 15 credit points)
  - internship abroad module (20, 25 or 30 credit points)
- (the amount of credits depends on the duration of the internship)

### 3. International Career Service

We offer assistance in planning and organizing **internships abroad** including:

- information about the different possibilities of internships abroad and scholarships
- support of planning and preparation for the internship abroad
- assistance of the search and application for the internship
- scholarships:
  - ERASMUS placement
  - DAAD
  - PROMOS and many more

We participate in the **international career network**

- Building an international network with employers
- International research projects on employability and soft skills

## Our team and how to find us

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### **How to find us:**

Career Service

Thielallee 38, 14195 Berlin (first floor)

[careerservice@fu-berlin.de](mailto:careerservice@fu-berlin.de) and [auslandspraktika@fu-berlin.de](mailto:auslandspraktika@fu-berlin.de)

### **Contact:**

Christiane Dorenburg, Tel. 838 -53899 (Head of Career Service, PSK)

Andrea V. von Kopp, Tel. 838 -54308 (internship abroad, information centre)

Christiane Berwid-Buquoy, Tel. 838 -55244 (ABV)





# Einführung

There is a **choice** between:

- the **internship module**, in which you purchase either 5, 10 or 15 (120, 240, or 380h) credit points. Here, the internship can both be completed at home as abroad.

**or**

- the **internship abroad module** (20, 25 oder 30 credit points), in which the students go abroad for a longer internship (520, 670 or 820h) - up to half a year
- all **internships modules** consist of an **external internship** and an **accompanying symposium**.
- both the number of smaller internships as well as several smaller internships abroad can each be combined into a larger home or abroad internship.

### 3. Auslandspraktikum

Within the ERASMUS-internship program Freie Universität offers scholarships for **self-organized internships for at least three months** in EU countries as well as Liechtenstein, Iceland, Norway and Turkey.

At one glance:

- support of internship search
- advice on the preparation and implementation of internships
- monthly stipend (ca. 350 €)
- assistance in case of problems abroad

**Information and application** at the Career Service.

First impression: <http://eu-community.daad.de/>.

### 3. Auslandspraktikum

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By **PROMOS** study visits, language courses, specialized courses, student tours and self-organized internships can be promoted.

Regulation:

- 6 weeks to 6 months in a country outside Europe
- BA or MA at Freie Universität Berlin
- monthly stipend and / or travel allowance
- application and selection at Freie Universität:

<http://www.fu-berlin.de/zuv/abt-4/mobilitaet/index.html>

**Next round of applications fall 2012!**

### 3. International career service

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#### **Andrea V. von Kopp**

Office hours:

Monday	2 p.m. – 4 p.m.
Wednesday	10 a.m. – 12 p.m.

At these times you can consult me without an appointment.

In urgent cases, an appointment by phone at 838 -53 408 is possible.

The consultation takes place in room 218.