

Work Experience Agreement

Aim of the work experience placement

The degree courses at the ZHAW in Wädenswil require a solid general education (vocational matura) and are based on sound practical knowledge and professional experience. For people with an apprenticeship in a non-related field, a technical matura or an academic matura, at least one year's work experience in a study-related field is required.

During this time, work experience trainees should:

- learn about different aspects of working life.
- observe, first-hand, work processes in their chosen field over a period of one year.
- perform associated practical work independently and thus become familiar with these tasks.
- recognise the importance of their work in a wider context.

Recognition of work experience

1. As soon as a placement has been found, the completed agreement should be sent to the Registrar's Office (see address below). The Institute of Natural Resource Sciences will decide whether work experience placements will be recognised and will provide written confirmation to this end. **This agreement is not an employment contract and should be submitted before starting work.**
2. Proof of completion of a work experience placement must be provided in the form of a written confirmation (reference) from the employer. The confirmation must be submitted to the Registrar's Office prior to starting studies.

Notes for placement organisations

The work placement is intended as preparation for studying. We wish to provide work experience trainees with an opportunity to obtain a deeper insight into the day-to-day world of work. Trainees should not be required to perform the same routine tasks for extended periods; instead, they should be engaged in a wide range of areas throughout the organisation. Autonomy, good motivation and the ability to take personal responsibility may be assumed. It is especially important that they receive qualified instruction.

Addresses and information

Institute of Natural Resource Sciences
Katharina Genucchi, Zurich University of Applied Sciences, Postfach, 8820 Wädenswil
Tel: 058 934 5387, studienberater.ui.lsfm@zhaw.ch

Registrar's Office
Zurich University of Applied Sciences, Postfach, 8820 Wädenswil
Tel: 058 934 5961, Mail: studiensekretariat.lsfm@zhaw.ch

Applicant

Surname, First name

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Address

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Telephone

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E-mail

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Placement Supervising Organisation

Surname, First name

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Placement Organisation / Address

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Telephone

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E-mail

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Website (if available)

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