



## Mittelschulen und Berufsbildung

▷ Gymnasium Leonhard

► **Konrektorat**

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## Cover letter for potential employers

Basel, November 2024

### Internship at the Gymnasium Leonhard

In the last two weeks before the summer holidays, i.e. from 16.6. - 27.6.2025, all pupils in Year 2 (17-18 year olds) at Gymnasium Leonhard, Basel, have to complete an internship as part of the compulsory school programme. The students look for internship places themselves. All places must be approved by the school administration. During the preliminary discussion phase, the students come into personal contact with the future employers in order to make binding agreements. The form of the planned work assignment (workplace, type of work, working hours: approx. 42 hours/week) is particularly important.

The school will ask the employer for formal confirmation of the work placement using a form and for a short final report after completion.

During their internship, students will be contacted by a teacher from the school. Through the reports of the students, the supervising teachers and any comments made by the employers on the final report, the class teachers and the school management can get an idea of the students' performance, work and social behaviour.

The exact description of the internship is deliberately left open: Young people who want to test their strengths in practice should be able to do so in the same way as others who want to do a taster apprenticeship to clarify their future education. The decisive factor is that they choose and carry out an activity that contributes to their development in the broadest sense, for example as a supplement to and consolidation of their A-level work.

As the employer, you are free to remunerate the services provided. Any amount you pay out will be paid into a central student account and then paid out to the respective class funds. The focus is not on personal earnings, but primarily on the practical experience and broadening of the students' horizons.

We would very much appreciate it if you could enable a young person from our school to experience an internship. If you have any questions, please do not hesitate to contact me.

Kind regards

Dr Arlette Schnyder  
Vice Principal