Robert Cohnen  
Principal

Shanghai, November 2019

Work experience program 2020

Dear Sir or Madam,

As in previous years, we are once again planning to offer a work experience program to our students of grades 9 and 10 of the German School Shanghai Hongqiao, which will take place from June 11th to June 24th, 2020. Since the program has always been a success, we kindly ask for the support of your and other companies in and around Shanghai.

Why do we offer our students the possibility to take part in a work experience program?

• So far, our students have known school to be a very protected environment. The purpose of a work experience program is to let the students have an insight into the world of business so that they can become acquainted with daily routines and processes in the workplace. As a consequence, they should be able to develop a keen interest in their future careers.
• At the same time, they are given the opportunity of experiencing conditions at work, such as time pressure, responsibility, appropriate behavior and being present at a workplace on a full-time basis.
• It would therefore be highly appreciated if our students were assigned with purposeful tasks which require some responsibility whenever the opportunity arises.

Our students will have to be supported and guided by a supervisor who will mentor and assist them during their entire stay in your company and who will also help them with any problems that may occur. Moreover, they should get the chance of doing minor jobs more and more independently.

We are confident that our students will put a lot of effort and enthusiasm into their work experience and that it will be of great value to them, their future lives and their personal development.
Important information

- The students are not supposed to receive any financial compensation for their work experience.

- Since the work experience is part of the curriculum of the German School, students are insured against accident (post-ranking) by our school for the duration of their work experience. However, our students' parents are required to maintain insurance for their children from their own resources (e.g. accident, health or liability insurance).

- Suitable working hours (6 to 8 hours a day are suggested, depending on the occupation, no night shifts) and precise conditions of employment are to be determined by your company.

- Our students will be in contact with Ms. Susanna Hahn, the guidance counselor at our school, and at least one other teacher, who will make prior arrangements to visit each student once during their attachment (This is not applicable for placements outside of Shanghai.). Thus, your company will always have a direct contact with our school if necessary.

We would be very grateful if you could give our students the opportunity to spend some time in your company. As your participation in our program will contribute greatly to our students’ vocational training and opportunities, we thank you for your cooperation.

For further questions please feel free to contact our guidance counselor Ms. Hahn (susanna.hahn@ds-shanghai.de; tel. +86 21 39760555-Ext. 243) or myself.

Yours faithfully,

Robert Cohnen
Principal