



## Debrief Conversation Guide

for a final evaluation of the school internship abroad

*This guide can be used*

- as a self-reflection tool for students after their internships abroad

*or*

- as a conversation guide between a student and their university teacher educator at home (e.g. for a final reflection required by the sending university, for an Erasmus report, or for a research evaluation)
- This tool can be audio-recorded or completed in written form (this applies to both cases: an interview situation or a self-reflection)

**Recommendation:** For the self-reflection or interview, choose a selection of photos (no more than 4–5) that depict your experiences or what was important to you during your internship (see Photo Journal Prompts).

Layer 1: What to ask (the question)

Layer 2: Why to ask it (rationale linked to theory)

Layer 3: Guidelines for the interview situation

Layer 1: What to ask	Layer 2: Why to ask it	Layer 3: Situational guidelines
<p><b>Introduction</b></p> <p>Make clear who is talking or writing. Specify the date and time.</p>	<p>This interview/self-reflection helps to develop a better understanding of your own internship, as well as gathering insights for the design and organisation of future internships for other students.</p>	<p>Start with an introduction to the tool and greetings.</p>
<p><b>What it's about</b></p> <p>YOUR reflection – YOU talk/write a lot – the <i>why</i> is what's interesting. Take your time and do a little mental wandering about your professional development during your internship. It's all about you and what's important to you. Tell little stories that illustrate your thoughts. Explain the <i>why</i> and the <i>how</i>, not just what happened.</p>	<p><b>Clarification of the nature of the interview/self-reflection</b></p> <p>The purpose of this tool is to help you make even better use of your internship for YOURSELF. There will be suggestions to think about your internship in depth – we know from research that (self-)reflection deepens learning. Explaining why and how something happened is more important than describing what happened.</p>	<p>Clarify what will be done with the results (who will keep them, who will use the information). Give clear directions for reflection.</p>
<p><b>Starting to tell your stories</b></p> <p>Think about the entire course of your internship, from the first moment you mentally embarked on it until today. Which moments were the most formative for you – which were very important (positive or negative) – in relation to your</p>	<p>Narrative-generating impulse to open the interview or trigger the self-reflection.</p>	<p>Further prompts and questions for interviewers:</p> <ul style="list-style-type: none"> <li>• Wait before asking further questions so that the interviewee continues to speak on their own.</li> <li>• Repeat the last words of their sentence exactly.</li> <li>• “Can you give me an example so that I can understand it better?”</li> <li>• “Could you help me understand that a little better?”</li> </ul>

<p>learning and development as a teacher? Talk/write about it in as much detail as possible: What was the situation? Why is it important to you? And if you know, what effect did it have on you?</p>		<ul style="list-style-type: none"> <li>● “Why is this so important to you?”</li> <li>● Is there anything else? Are there other situations that were important for your development as a teacher? Feel free to think of several situations and take a few minutes to make notes.</li> </ul>
<p><b>If the internship took place together with a peer: talk/write about peer learning</b></p> <p>If it has not been addressed yet: talk/write a little about your collaboration with your peer during your internship. Did you work together much? Was it a support to you, or did having a peer there make aspects of the internship more challenging? Did you reflect a lot together on your experiences? Was it helpful to have someone from home there with you?</p>	<p>Questions to elicit information and reflection about the relationship with a peer and the peer-learning situation.</p>	<p>Clarify the answers given by probing further (refer to the questions in Layer 1).</p>
<p><b>Reflection on photos</b></p> <p>Have a look at your selection of photos: Why did you choose them? What aspects do they show that are important to you?</p>	<p>Consolidation using photos – using photos to trigger reflection.</p>	<p>Point to specific photos and ask: Why did you choose this photo? Does it explain what you have already said, or does it show other aspects that are important to you? Where did you take it? What were you doing? What were you feeling?</p>
<p><b>Follow-up questions (if not already discussed):</b></p>		
<p><b>Mentor/mentee</b></p> <p>In which moments and how did you feel well supported by your mentor? (How did your collaboration look like?) Where would more support from the mentor have helped you? (What specifically?) How did mentor conduct reflection? How did you cooperate with other teachers or educational staff at the school? What are you able to take away from this? (How exactly did this work? Responsibilities beyond classroom teaching? How was that for you?)</p>	<p>Mentor/mentee cooperation and collaboration with other teachers and teaching staff.</p>	<p>Clarify the answers given by probing further (refer to the questions in Layer 1).</p>

<p><b>Cultural aspects</b></p> <p>Where did you notice differences from, for example, lessons, content, schools, students or colleagues in your home country? (To what extent were cultural differences even a topic / something you were aware of) How did you deal with these experiences? If you used the Cultural Reflection Tree: In what ways was it a helpful tool?</p>	<p>Cultural sensitivity.</p>	<p>Clarify the answers given by probing further (refer to the questions in Layer 1).</p>
<p><b>Language</b></p> <p>Unlike in your home country, you had a challenging situation in terms of language. What was it like for you to teach in a foreign language? How did you help yourself?</p>	<p>Language as a barrier.</p>	<p>Clarify the answers given by probing further (refer to the questions in Layer 1).</p>
<p><b>Conclusions</b></p> <p>What's next for you? How does this internship play a role in your further professional and personal development? Given your experiences of the SIA, what learning or developmental step do you imagine for an internship at home?</p>	<p>Conclusion and possible further work.</p>	<p>Clarify the answers given by probing further (refer to the questions in Layer 1).</p>
<p><b>Can you finish this sentence:</b> “The 3 most important things that contributed to the success of my internship were...”</p>		<p>Is there anything else on your mind that hasn't come up yet, but that could be important for you or for our project (the development of SIAs)?</p>
		<p>Thank you very much for your time and contribution!</p> <p><i>Leave some room for a little small talk here at the end, because sometimes something important will still come up. Take notes if that happens!</i></p>

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