

## ! Internship Information !

### Organisation

- We need two to three weeks to process your internship documents in the *Praktikantenamt*. You need to be aware of this period of time before you register for examinations or for your Bachelor or Diploma Thesis.
- The Internship Report is to be handed in to the *Praktikantenamt* **immediately** after the completion of the internship. The certification of the practical activities you have experienced is carried out by the *Praktikantenamt*.
- The Internship Report must be signed by the company in which you have completed your internship.

### Internship Certificate

- Internship Certificates must be presented to the *Praktikantenamt* together with the Internship Report. You must provide the originals of these certificates, which will be returned to you, as well as a copy for the *Praktikantenamt*.
- Interns are themselves responsible for assuring that the certificates which are provided by companies in which they have carried out their practical training are: in clear, printed form, and contain an appropriately structured assessment of the skills they have demonstrated. **Remember that these certificates are of value to you in your later job applications!**
- **The internet page of the *Praktikantenamt* contains a pre-prepared version of the Internship Certificate. Wherever possible, this version should be used. If a company wishes to use its own version of an Internship Certificate, this should contain the same information as the web-version.**

### Internship Report – Structure

- The Internship Report should be bound or presented in a folder.
- The first page, the title page, should contain the following information: Name, Matriculation Number, Course of Studies, Company Name, Dates of the Internship.
- After the title page, an index of contents should be included.
- All pages, which follow the title page, must be numbered.
- Your report should be presented in a structured form (e.g. 1.1, 1.2, 1.3...).
- Pictures, diagrams and tables must be numbered and each must have a title. In your text, you should refer to figures using these numbers.
- If you use sources such as pictures or other literature, these must be properly referenced, and these references must be listed in a references section at the end of the report.
- If you wish to use further drawings, tables or figures which cannot be included in the text, these may be attached in the form of an appendix.

## Internship Report – Contents

- Students are required to keep a diary of the experiences which they have made during their internships in the form of a DIN-A4 notebook. This diary, normally written in German, is intended to help you order your technical and commercial thoughts and ideas.
- If you carry out your **internship overseas**, it is acceptable to write your diary in the appropriate foreign language (e.g. English, French, Spanish etc.). **You must however include a summary written in German.**
- The internship diary is to be detailed and kept in an orderly manner. As is usual, we expect that you use a computer to produce your report. If you do not have a computer available, you can use the PC-Pool (CIP-Pool) of the department.
- You should begin your report with an introduction to the company and of the tasks which you have been given.
- **Your report should contain both** a passive-voice description of the training programme you have agreed with the company (“the filters are to be changed weekly...”), but also a personal description of your own activities and the skills you have developed; in this second category, it is appropriate to write in the first person (“I have commissioned a lathe...”). It is a good thing to sketch or otherwise represent tools, or pieces of work (products, software etc) that you have developed yourself. **It is not acceptable to simply quote large sections of the literature or to copy paragraphs from the company’s training materials.**
- Students who have completed a technical apprenticeship are also expected to present piece of work in the form of an engineering report. This piece of work is required before we can consider recognizing your apprenticeship as equivalent to the Basic or Advanced Internships. Simple descriptions of your activities in your apprenticeship workshop or a chronological listing of the content of your training are not admissible.
- The final element of your Internship Report should take the form of a personal statement (resumé, conclusion).
- You must sign your report, and confirm that you have written the report by yourself and have appropriately referenced any sources you have quoted.
- **Internship Reports which do not comply with the points above will be rejected.**
- The *Praktikantenamt* is aware of the need to keep commercially sensitive technical details and facts confidential. Company sensitive information never leaves the *Praktikantenamt*.

Siegen, January 2013

Prof. Dr. K. Kluth