



Guidelines of Industrial Internship

for

Students in

Engineering Study Courses

of the

**Faculty of Engineering, Computer Science and
Psychology, Field of Engineering**

University Ulm

**If any discrepancy between the English and German version of this document
occurs the German version shall prevail.**

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1. Introduction

The Industrial Internship aims for acquiring subject-related knowledge and experience from professional practice. In addition to technical experience, this practical work provides an insight into the business of a typical workday. Thus it prepares students for career entry.

Within the scope of engineering studies, the practical activity should be used to

- experience typical engineering tasks in research and development, quality control, and technical distribution.
- gain insight into modern techniques and facilities for development and fabrication of electric, electronic, mechatronic and mechanical devices as well as software and hardware components and systems.
- become acquainted with typical operating procedures and organization in industry, as well as the social structure in companies.

The Industrial Internship is assisted administratively by the Faculty's Office for Internships (*Praktikantenamt*). Technical and administrative assistance during the internship is provided by a supervisor from the industrial establishment, and by a professor from the faculty of Engineering and Computer Science. Both persons must be specified in advance and agree on the supervision.

2. Duration and schedule

According to the curriculum, the *Fachspezifische Prüfungsordnung* (subject-specific examination regulations) and the *Hochschulrahmengesetz* (framework law for universities and colleges), the Industrial Internship can be accomplished within the program of bachelor and master studies as a not graded module with a duration of 9 weeks (45 working days).

The 45 working days of the internship can be fulfilled in one continuous period, or in several periods, both full time (35 hours per week) or part-time. For the approval of the internship, a contractual confirmation of a coverage of 45 working days is mandatory, in addition to a working plan.



3. Kind of practical activity

Activities during internship (9 weeks / 45 working days)

The Industrial Internship involves engineering-related activities from the fields of electrical engineering, information technology and computer science.

These are in particular:

1. Computation, construction, fabrication and assembly of particular devices, components, modules, instruments and machines.
2. Planning, assembly and initiation of complete facilities, as well as operation and maintenance, dismantling and recycling.
3. Labs for research and development: experiments and testing, simulation; operation of large-capacity computers; technical distribution; programming of machines, etc.

Administrative duties, programming courses, and editing of handbooks are not approved.

The supervising professor decides on the basis of the working plan whether the planned activity is regarded as being adequate for the Industrial Internship.

4. Companies for Industrial Internship

Industrial companies being eligible for practical education of university students are those which provide insight into modern production techniques, economical principles of operation as well as social implications of contemporary working conditions. The company can also be located abroad. In order to fulfill the purpose of the Industrial Internship, the chosen company must not be too small. Practical activities conducted at one's own company, or a company belonging to close relatives, are not approved.

The Office for Internships (*Praktikantenamt*) does not act as an agent to find positions for internships. Students are supposed to apply directly to appropriate establishments, or to alternatively employ an agency (in particular for an internship abroad).



5. Industrial Internship abroad

Internships abroad are only approved if complying with these guidelines and instructions in a corresponding manner. Oral presentations and reports must be kept in German or English according to the guidelines. Certificates and reference letters by the company can be issued in the language of the country. If this is neither German nor English, a certified translation must be provided.

6. Authorization procedure

Application for authorization of the internship must occur before taking up the internship. The application for authorization must include following documents:

1. Completed and signed application form (see appendix; name of the company, planned internship subject, time schedule, name of supervisor from the company, name of the supervising professor)
2. Internship contract
3. Working plan

Authorization of the internship is confirmed in written form by the Office for Internships (*Praktikantenamt*).

7. Oral presentation and report

Final approval of the internship requires the attendance of the course "*Seminar zur Industriepraxis*" ("Seminar for Industrial Internship"). The student is supposed to attend two sessions as an auditor, and to give a 10-minutes oral presentation about his/her practical activities in another session.

In addition to attending the seminar, a report with a length of at most 15 pages must be submitted to the Office for Internships (*Praktikantenamt*), along with the corresponding certificate or reference letter on the internship issued by the company. The report must be submitted stapled, or as hardback.

As a matter of principle, activities which have been classified by the company as being „confidential“ are not approved.

Schedules for the seminars are posted by email and are on notice in front of the Office for Internships.



8. Certification of the internship

In order to get approval of the achieved practical activities, a reference letter issued by the company must be submitted (in addition to giving the oral presentation and writing the report).

This reference letter must include:

- Personal data (last name, first name, date and place of birth)
- Company, department, location
- Kind and duration of activity
- Information about personal days and leave days (vacation)
- Grading by supervisor from the establishment

9. Approval

Approval of the internship requires submission of the following documents to the Office for Internships (*Praktikantenamt*):

- Declaration for authorization of internship
- Confirmation of completion of the internship by the supervising professor (see appendix)
- Original reference letter of the company

The Office for Internships examines whether the internship is in compliance with the guidelines. After the student has given the oral presentation, attended the seminar as auditor twice and submitted report and reference letter of the company, the Office for Internships confirms the successful completion of the internship by issuing a certificate.

The certificate of the approved internship is not graded, and certifies an amount of 9 credit points.

10. Summary of proceedings

- Students willing to make an Industrial Internship look for positions independently – see 4. and 5.
- Application for authorization of the internship must occur before taking up the internship - see 6.
- Authorization of the internship is confirmed by the Office for Internships on the application form.
- The industrial company confirms the successful completion of the authorized Industrial Internship on the form and issue a reference letter.
- Students write a technical report about the kind, the objectives and the results of the accomplished Industrial Internship (max. 15p). In addition, students participate in the course "*Seminar zur Industriepraxis*" by giving an oral presentation in one session and attending the course as an auditor in two other sessions - see 7.
- By signing the form, the supervising professor confirms the successful completion of the Industrial Internship on the basis of the report, the oral presentation and the testimonial.
- The completed form is submitted to the Office for Internships, along with the original reference letter. A certificate about the successful completion of the Industrial Internship is issued.



11. Contact

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Fakultät für Ingenieurwissenschaften, Informatik und Psychologie
Praktikantenamt Ingenieurwissenschaften - Uni West
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D-89069 Ulm

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Director of the Office for Internships: Prof. Dr. Dr.-Ing. Wolfgang Minker



**Application for authorization of Industrial Internship
for engineering study courses (at least 45 days of internship)**

First name and last name of the student: _____

Student ID: _____ Bachelor () Study course: _____
Master ()

Subject of internship: _____

Schedule (at least 45 working days): 1. period from _____ till _____
(entsprechend dem Praktikumsvertrag) (if applicable) 2. period from _____ till _____

Company name: _____

Address: _____

Title and name of supervisor in company: _____

By signing below, the supervisor agrees with the attached working plan.

Signature of supervisor: _____

Title and name of the supervising professor: _____

By signing below, the supervising professor agrees with the attached working plan.

Signature of professor: _____

Contract of internship and working plan are attached to this application.

Signature of applying student: _____

To be completed by the Office of Internships:

The present application with the attached contract and working plan is

() authorized

() not authorized. Reason: _____

Date, signature -Director of the Office for Internships-

stamp



**Confirmation of successful completed Industrial Internship
for engineering study courses (at least 45 days of internship)**

First name and last name of the student: _____

Student ID: _____ Bachelor () Study course: _____
Master ()

Subject of internship: _____

Following documents are attached to this confirmation: Authorization of the Industrial Internship, working plan, testimonial, report

Title and name of supervisor in company: _____

By signing below, the supervisor confirms the successful completion of the Industrial Internship.

Signature of supervisor: _____

Title and name of the supervising professor: _____

By signing below, the professor agrees with the successful completion of the Industrial Internship according to the guidelines of May 2013 and with the granting of 9 credit points as a not graded optional module.

Signature of professor: _____

The unrated certificate (9 credit points) is issued by the Office for Internships after

- submission of a completed and signed copy of this form
- submission of the report and testimonial
- participation in the course „Seminar zur Industriepraxis“ (presentation, plus 2 x auditor)

To be completed by the Office for Internships:

**Faculty for Engineering, Computer Science and Psychology, Field of Engineering,
Office for Internships**

Mr/Mrs: _____

matr.No.: _____ study course: _____

completed 9 weeks (45 working days) of a
voluntary Industrial Internship

as a not graded optional module according to the guidelines of Industrial Internships for students in engineering study courses. The successfully completed Industrial Internship accounts for a granting of 9 credit points.

Date

Stamp/ signature of Director of Office for Internships