

---

# Internship Semester

for Students in the Master's Programme Mechanical Engineering

## - Process Description -

Prof. Dr.-Ing. Wolfgang Grote

Room 05.2.019

9 October 2018

---

## Background

- One of the requirements to study in the master's programme Mechanical Engineering is a completed bachelor's degree of 210 credits – typically a 7-semester study programme.
- Students who have completed a 6-semester bachelor's programme of 180 credits have to achieve 30 additional credits to meet the requirements. These additional credits will be graded and noted in the certificate awarding the grade at the end of the master's programme.
- One of the options from the bachelor's programmes to achieve those additional 30 credits is to complete an internship semester. The internship semester covers all of the missing credits. Thus, no other additional modules are needed to make up for the missing 30 credits.

## General Information

- The internship semester provides first professional experience in engineering tasks in businesses or other relevant organisations.
- It allows you to apply the knowledge and skills acquired during your studies. Furthermore, the practical experience can help you choose your specialisation area in the master's programme.
- During the internship semester, you get to know working practices in (industrial) engineering. After proper induction, you are supposed to work on your tasks independently, but supervised.
- The internship must comprise at least **100 working days, full-time** – plus annual leave, public holidays and sick leave.
- Students have to find a suitable internship provider themselves.

## Internship Provider

- The internship semester must take place outside of HSD, e.g. in a company or other professional organisation (internship provider).
- The internship provider has to be suitable for an internship in (industrial) engineering.
- **It is your own responsibility to find a suitable internship provider and apply for the internship.**
- The internship provider has to name a person responsible for you during the internship.
- The internship provider might need confirmation that the internship is compulsory. You will find the form 'Confirmation of Compulsory Internship\_MME' online. Complete and submit it during office hours or via e-mail to the internship semester coordinator.
- If the internship provider is located outside of North Rhine-Westphalia, you can request repayment of your NRW travel pass. For more information, please contact the Student Union (AStA) at HSD and your Student Affairs Office.

## Internship Semester Step by Step

- Find an internship provider.
- Find a supervisor at HSD.
- Complete the internship (and write your report during your internship).
- Submit your report to your supervisor.
- Present your internship in the post-internship seminar.

## During the Internship Semester

In case you need to change the duration of your internship:

- Sign an amending contract with the internship provider.
- Make sure that the internship provider confirms the correct and entire duration of your internship semester in the *Begleitzettel* (bilingual documentation form available online).
- Ask the internship provider to write a proper reference letter. You have the right to do so.  
This will also come in handy when you start applying for jobs!

# The Supervisor's Tasks

## The supervisor

- answers subject-related questions and supervises you during your internship semester,
- assists you in case of questions regarding the internship semester report,
- grades the internship semester report.

You can choose the supervisor from the group of professors and teaching staff at the faculty. The professor or teacher then needs to confirm willingness to be your supervisor on the *Begleitzettel*.

The supervisor needs to give such confirmation before the internship semester begins.

# The Internship Semester Report

- You have to write an academic report on your internship semester.
- Your supervisor grades it. You can get a maximum of 24 points for your report (out of a maximum of 48 points for the entire internship semester).
- Your supervisor decides on the requirements concerning structure and scope of your report.
- You have to submit your report together with the *Begleitzettel* to your supervisor at the latest two weeks after the end of your internship semester.
- Ask your supervisor if you have to submit the report electronically or in printed form.

# The Internship Semester Report

If you have not agreed on different terms with your supervisor, please stick to the following instructions:

- Write a minimum of one page per week (i.e. generally at least 20 pages in total) using Times New Roman, font size 11, 1.5 line spacing – plus title page, list of contents, list of literature and list of illustrations etc.
- Quote at least five different sources.
- Use the DIN ISO 690:2013-10 or APA 6 style for citation.
- Write the report either in German or English.

Your report should cover:

- Overview and presentation of the internship provider and your position during the internship semester
- Elaboration on your most relevant tasks
- Your own reflection on and assessment of the internship

## Registration for the Post-Internship Seminar

Once the supervisor has graded your report, you can register for the post-internship seminar. If you have not agreed on different terms with your supervisor, you can do the post-internship seminar at the earliest six weeks after you submitted your report.

Possible dates for the post-internship seminar are available online.

The number of participants is limited to a maximum of 5 students per session.

Registration:

1. **First**, please register for the seminar on the lists in the Dean's Office.
2. **Then**, make sure that your Student Affairs Office also registers you for the seminar in the [OSSC](#) within 24 hours after your manual registration. If possible, you may register yourself directly in the OSSC.

# Registration for the Post-Internship Seminar

## Submit

- your presentation (as **PDF**, max. 2 MB) and
- three relevant questions incl. answers (as **PDF**, max. 0.5 MB) for the audience to answer
- via e-mail, using the subject line 'post-internship seminar [seminar date]'
- at the very latest, one week before the seminar takes place.

It is not a problem if the resolution suffers to meet the size requirements.

# Post-Internship Seminar

The post-internship seminar serves as the final assessment of your internship semester. You present your internship to fellow students and the internship semester coordinator of the faculty.

Duration of the presentation: **12 minutes.**

Contents of the presentation:

- Overview and presentation of the internship provider and your position during the internship semester
- Presentation of the subject you mainly worked on
- Your own reflection on and assessment of the internship

There might be a test (= 1/3 of the points for the module grade) asking questions about all presentations at the end of the seminar.

# Post-Internship Seminar

A computer and a projector are available for the seminar.

Please bring the following:

- Your presentation (in PowerPoint and PDF format) on a USB stick
- Your internship contract (original)
- Your reference letter (original)

You will get the documents back after the post-internship seminar.

# Assessment

The grade consists of

- a) 50 % = supervisor's grade (e.g. for the internship semester report) and
- b) 50 % = post-internship seminar grade (e.g. for the presentation and/or test)

**Please note:**

Missing deadlines or not meeting any of the other requirements may impact your grade.

# The *Begleitzettel*

The image shows a digital form titled 'Praxissemester' (Internship Semester) with logos for HSD (Hochschule Bochum), MV (Fachbereich Maschinenbau und Verfahrenstechnik), and PSS (Praxissemesterbüro). The form is divided into several sections:

- Student/Studentin:** Fields for Name, Vorname, Matrikel-Nr., E-Mail, Fachsemester, and a checkbox for 'Die Zulassungsvoraussetzungen zum Praxissemester erfüllt ich'. A dropdown menu for 'Studiengang' is set to 'EUT'. A signature line for 'Datum, Unterschrift Student/Studentin' is present.
- Praxisstelle:** Fields for 'Unternehmen', 'Abteilung', 'Betriebsnummer', 'Anschrift', 'Praxiskursnummer', and 'Ort' (with sub-fields for 'von', 'bis', and 'Anzahl Arbeitstage (ohne Urlaubstage)'). A signature line for 'Datum, Unterschrift Mentor, Betreuer der Praxisstelle' is present.
- Übernahme des Mentors:** A checkbox 'Ich übernehme das Mentorat für das oben genannte Praktikum:' followed by a signature line for 'Datum, Unterschrift Mentor, Betreuer der Praxisstelle'.
- Stellungnahme der Praxisstelle:** A text area 'Wir weisen auf die Arbeit der Praktikanten / des Praktikanten insgesamt auf. Anzahl Arbeitstage ohne Urlaub oder Krankheitstage: \_\_\_\_\_' followed by a signature line for 'Datum, Unterschrift Mentor, Betreuer der Praxisstelle'.
- Bewertung:** Two checkboxes: 'Ich bewerte das Bericht mit \_\_\_\_\_ von 24 Punkten.' and 'Ich bewerte das Praktikum mit \_\_\_\_\_ von 24 Punkten.' Below are checkboxes for 'Der Praxissemesterbericht liegt bei.' and 'Der Praxissemesterbericht wurde mir in digital Form abgegeben.' followed by signature lines for 'Datum, Unterschrift Mentor/Betreuer' and 'Datum, Unterschrift PSS-Bewertung'.

Vertical text on the right side of the form reads: 'Der Inhalt dieser Form ist ausschließlich für die Zwecke der Praxissemesterverwaltung bestimmt. Die Weitergabe an Dritte ist untersagt.' (The content of this form is exclusively for the purposes of the internship semester administration. Further distribution to third parties is prohibited.)

The *Begleitzettel* is a bilingual form that documents the different steps of your internship semester. It includes:

- Your details
- The internship provider's details
- The supervisor's details and confirmation
- The internship provider's statement
- The supervisor's assessment of the report

Please complete the parts highlighted in blue electronically.

You have to submit the completed *Begleitzettel* together with the internship semester report to your supervisor at the latest two weeks after the end of your internship.

## How to Complete the *Begleitzettel*

**Step 1:** Complete your details, the internship provider's details and the name of your supervisor on your computer.

**Step 2:** Get your supervisor's signature for confirmation.

**Step 3:** Get your internship provider's signature and stamp for confirmation.

**Step 4:** Submit your *Begleitzettel* together with the internship semester report to your supervisor. Make a copy and store it safely, before you submit the original to your supervisor! Do not file the *Begleitzettel* into the internship semester report, but keep it separately!



## Summary and Deadlines

1. Find a suitable internship provider and sign an internship contract.
2. Find a suitable supervisor at HSD.
3. Complete the internship semester.
4. Write the report during your internship semester.
5. Submit the internship semester report together with the *Begleitzettel* to your supervisor.  
(at the latest 2 weeks after the end of the internship)
6. Register for the post-internship seminar (Block Seminar 2) well in advance.  
(at the earliest 6 weeks after you submitted your report)\*
7. Submit your presentation and questions incl. answers via e-mail to the internship semester coordinator.  
(at the latest 1 week before the post-internship seminar)
8. Present your internship semester in the post-internship seminar (Block Seminar 2).  
\*The supervisor needs to have graded and passed on the internship semester report to the internship semester coordinator. If the supervisor does so before those 6 weeks are over, you may participate in the post-internship seminar once the supervisor has graded and passed on the report.

## Please also note:

- You will find all relevant information on the internship semester, such as
  - office hours,
  - dates for the post-internship seminar,
  - forms in English etc.on the German internship semester office website  
[mv.hs-duesseldorf.de/studium/praxissemester](https://mv.hs-duesseldorf.de/studium/praxissemester)
- Please use the e-mail address of the internship semester coordinator only: [praxissemester.mv@hs-duesseldorf.de](mailto:praxissemester.mv@hs-duesseldorf.de)
- Make sure to find a suitable supervisor in time.
- Start writing your internship semester report in time.
- Meet all deadlines!
- The *Begleitzettel* includes a statement of the internship provider. The person responsible for you during the internship needs to sign this statement.  
Please remember to get this signature before the end of your internship.