

Guidelines for Industrial Internships

as per December 10th 2014

Special section of the study and examination regulations (SPO) of the Esslingen University of Applied Sciences to regulate the voluntary pre-study industrial internship and the internship semester within the Bachelor study programs in the Faculty of Management.

1. Pre-study industrial internship

According to § 34 section II of the SPO the following Bachelor study courses of the faculty Business Management do **not** require a pre-study industrial placement:

- **International Industrial Management (TBB)**
- **Industrial Management/Automobile Industry (TAB)**

A voluntary pre-study placement is recommended for all applicants without sufficient practical experience. The individual conditions are stipulated in enclosure 3 of the study application form.

2. Internship semester

2.1 Number of working days for industrial placement

According to §4 section 1 of SPO the internship semester is a training module that takes place in the 5th semester. According to § 4 section 7 the student must work in his/her internship for 6 months or at least for a minimum of 100 working days. Days of absence have to be reworked in the following semester at the latest.

2.2 Suitable industrial internship

Suitable internships for the industrial semester for a Bachelor study program are internships in industries marked in the following chart with a „+“. The branches marked with a "-“ are not suitable for the respective study program:

Branches	TBB	TAB
Mechanical Engineering	+	+
Vehicle Engineering, Vehicle- and Supplier Industry	+	+
Aerospace Engineering, Shipbuilding Engineering	+	+
Metal Production and - processing, Semi-finished Metals	+	+
Medical-, Measuring-, Control- and Optical Industries	+	+
Electrical Engineering, Electronic Engineering	+	+
Computers, Office Machines, Data Processing and Equipment	+	-
Chemical- and Pharmaceutical Industry	+	-
Rubber and Plastics	+	+
Glass, Ceramics, Stones and Soils	+	-
Leather, Wood, Paper	+	+
Food-, Tobacco Manufacturing	+	-
Textile and Clothing Industries	+	-
Furniture, Jewellery, Musical Instruments, Sports Equipment	+	-
Software	+	+
Engineering Services, Engineering Offices	+	+
Management Consultancies	+	+
Auditing	+	-
State-run or State-affiliated Development Agencies	+	+
(Overseas) Chambers of Commerce	+	-
Construction Industry	+	-
Health Sector	+	-
Editing and Printing Industries	+	-
Banking	+	-
Insurance	+	-
Commerce	-	-
Tourist Industry	-	-
Agricultural Industry	-	-
Universities	-	-

Suitable **companies for industrial internships** must have a minimum of **50 employees**.

Independently of the industry and the number of employees, companies founded by students are suitable internships during the industrial semester, if the company founded is sponsored by the University of Applied Sciences. However the student must consult the respective University Internship Officer before the start of the industrial semester.

The suitability of an industrial internship of branches not indicated in the above table or a company with less than 50 employees must be coordinated with the University Internship Officer and approved of by the Officer in written form.

2.3 Aims and contents

In addition to §4 section 4 of the study and examination regulations (SPO) **practical experience and knowledge supplementing study subjects** must be gained during the internship semester of Industrial Management students (TAB/TBB).

To fulfil this requirement, the student in his practical study semester within his working place and for the majority of his employment must be involved actively in the work activities listed in the following chart. Relevant for classification is not the organisational classification of the department where the student is working but the actual kind of work undertaken.

Since the work of Industrial Management graduates is normally at the interface between managerial and technical tasks the following chart distinguishes between **managerial tasks** and **technical tasks**.

Students completing their internship outside the Federal Republic of Germany can concentrate exclusively either on managerial or exclusively on technical tasks.

Managerial tasks
Materials Management, Logistics, Procurement, Supply Chain Management
Sales, Marketing, Distribution
Accountancy, Controlling, Bookkeeping
Financing
Human Resources
Planning, Organisation
Consulting, Revision, Auditing
Technical tasks
Research, Development, Design, Technical Testing
Cutting and Non-cutting Manufacturing, Assembly, Maintenance, Tool-making, Heat Treatment
Work Preparation, Work Place Design
Production Planning and Control
Quality Management, Quality Control
Technical Service
Patent System/Intellectual Property

The suitability of a task not included in the above list must be checked with the Internship Officer and approved by the Officer in written form.

To further the technical and personal development of the student, regular **feedback meetings** between the responsible company supervisor and the student have to take place, at least once in the middle and at the end of the internship semester. The feedback meeting has to be journalized and signed by the feedback meeting members.

2.4 Registration of the internship

According to §4 section 6 of the study and examination regulations (SPO) the student must inform the respective University Internship Office of the name and address of the company providing the internship. The **online application form** of the Esslingen University of Applied Sciences must be completed. The information referring to the working tasks must be filled in **according to the tasks table in section 2.3**.

The University Internship Officer must be informed about the industrial internship by the first day of lectures of the internship semester at the latest. If the contract starts later than this date the student must inform the University Internship Officer about the internship by the end of the first working week at the latest.

Filling in the online application form does not replace the necessary approval of the head of the University Internship Officer, if the requirements of 2.2. and 2.3 are not fully met.

2.5 Report on the industrial internship semester

According to §4 section 9 of the SPO the student must draw up a report in written form about the practical semester. The report must describe the industrial internship and the working tasks during the internship semester. The length of the report must be a minimum of 10 and a maximum of 20 pages in size DIN4. The report has to be submitted in a folder and has to be structured as follows:

- Coversheet with the following data:
 - Title of documents, e.g. internship report
 - Study program
 - Students' name, matriculation number and e-mail address
 - Name and address of industrial internship
 - Name and address of the responsible supervisor
 - Working period in the firm

- Table of contents (incl. number of pages)

- Summary of the report: Length: a *total of 10 to 15 lines*

1. Information on the company

Short overview of the firm as well as their products, processes, customers and suppliers Length: 1 to 3 pages

2. Information on the department

Short description of the tasks, organisational structure, processes as well as working aids and working methods in the department(s) where the student was working

Length: 2 to 5 pages

3. Description of tasks and activities

The main part of the report is the description of the working tasks and activities carried out, divided into the respective work contents. If possible the following points must be included: tasks, resources, approach as well as achieved results Length: 5 to 8 pages

4. Internship report and conclusions

- 4.1 Progress/success/experiences
- 4.2 Examples of "Learning by doing"
- 4.3 Examples of "Learning by asking"
- 4.4 Examples of "Learning from the successful/best"
- 4.5 Examples of "Learning from mistakes"
- 4.6 Examples of "Suggestions for making improvements"
- 4.7 Impact on student's personal profile
- 4.8 Contacts with experts and promoters
- 4.9 Personal conclusion

Length: a total of 2 to 4 pages

- Further indexes (list of tables, list of figures, list of references) are not counted among the required volume of the document of at least 10 and maximum 20 pages
- Enclosure: Signed Journal of the feedback meetings with the supervisor
A.1 Meeting in the middle of the practical semester
A.2 Final meeting

The report can be written in German or English and according to §4 section 9 of the SPO must be approved by signature and stamp by the interns' adviser in the company where the internship took place.

2.6 Employment documentation

In addition to §4 section 9 of the SPO additional written proof of employment must be handed in to the University Internship Officer with the following points:

- Kind of work and activities performed during the internship semester
- Beginning and end of employment
- Record of absence from work
- Signature and stamp of the advisor

The employment documentation has to be handed in as a separate document. It must not be a part of the internship report. It can be written in German or English. Templates are supplied on the internet pages of the Esslingen University of Applied Sciences.

2.7 Approval of the industrial internship semester

According to §4 section 9 of the SPO the Internship Officer decides on the basis of the **internship report** and the **employment report** whether the internship semester will be approved. Both documents must be handed in by a stipulated deadline to **the faculty secretary's office**. The deadline is at the beginning of the subsequent semester and is part of the University calendar. If the end of the period of employment is later than the deadline, the student must beforehand arrange an individual submittal date with the Internship Officer.

3. Objections concerning the decision of the Internship Officer

Objections concerning the decision of the Internship Officer have to be directed to the Faculty Examination Board.