

Internship

Two cases



A) Completion of internship as indicated in the curriculum

B) Acknowledgement of previous industrial work experiences
→ „Internship Waiver“

Read more about internships:

<http://master-mechanical-engineering.com/academics-and-organization>

Internship – „Completion“

- **How to find an Internship**

- Students are self-responsible to find an Internship
- We recommend to search six months in advance
- Search options are summarized here:

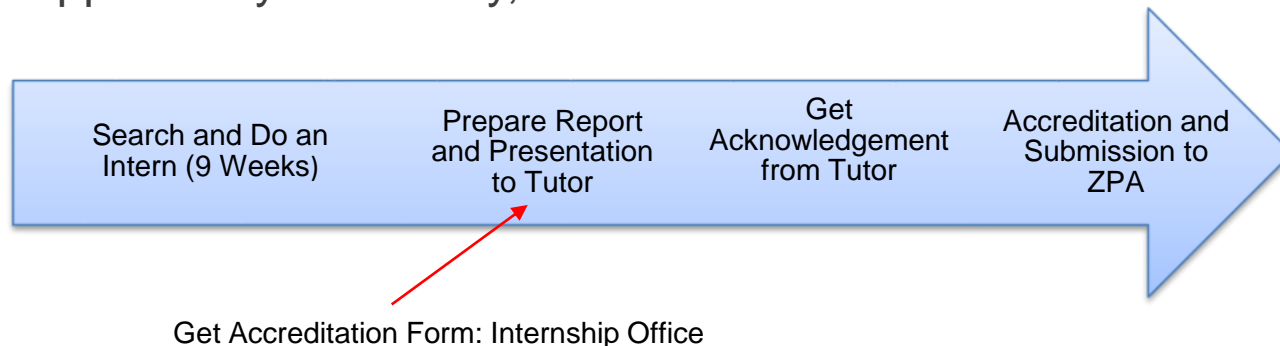
<http://master-mechanical-engineering.com/internships-student-jobs>

- **Attention!**

- Internships have to be done only in industrial companies
- Internships cannot be done at university institutes, research-institutes
- In case of doubts, contact the internship office in advance!
- Your application documents can be checked by the Master Office Staff as a support service

Internship – „Completion“

- Minimum of 9 weeks to be completed before registration of master thesis
- Report & Presentation: 2 DIN A4 pages per week, to be handed in at the tutor (a Professor of Faculty 4// PSE Dr. Wirtz//CAME Mr Shehadeh) as well as a presentation
- Tutor acknowledges the internship with a certificate (needs to be collected from the internship office in advance)
- Work certificate: Needs to be provided by the company itself
- Accreditation of the faculty: Based on the work certificate and report. After approval by the faculty, the certificate needs to be handed in at the ZPA



Internship – „Waiver“

- Present work experience certificate to internship office to get an acknowledgment form
- Give a presentation on your work to the tutor (Dr. Wirtz/Mr. Shehadeh) and receive an acknowledgment certificate
- Get accreditation from internship office and submit it to ZPA

