

Bachelor Course Industrial Engineering / Maintenance and Operation

Information about the practical semester in the sixth semester

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1. Practical Semester

§ 8 of the study and examination regulation for the bachelor course Industrial Engineering / Maintenance and Operation applies.

The practice semester lasts 20 weeks with three lectures at six semester periods per week. The first PLV week (practice block seminar) consists of seven seminars by the Career Service; the second PLV week takes place after the practice semester. Taking part is obligatory. A semester lasts 15 weeks (3 x 2 SWS x 15 weeks = 90 week hours). Those 90 week hours are divided into 45 hours Career Service seminars and the second PLV week. The Career Service seminars of the first PLV week are to be taken between the first and fifth semester. The duration of 20 weeks minus two weeks of PLV, the minimal duration for an internship is 18 weeks. The students themselves must ensure this.

2. Requirements for an industrial internship

Entering an industrial internship requires 90 ECTS points; please compare § 8 of the study and examination regulation for the bachelor course Industrial Engineering / Maintenance and Operation.

3. Contract

A training contract with the company must be made. The practice commissioner must approve of the company and its suitability.

Before handing in the contract, the student must enter their personal data and the contract data (company data, dates) online:

<http://www.th-deg.de/pv>

The contract can be generated in several languages online.

Afterwards, the **signed** contract must be handed in in print and 3-fold (for the faculty, the company and your own records), **in the study course assistants office of Industrial Engineering in Pfarrkirchen two weeks before the practice semester starts.**

The date of the PLV2 week depends on the end of the internship and will be announced separately.

4. Practice semester Training objectives:

Introduction to the field of engineering using real-life examples:

- General objective is to enable students to apply theoretical knowledge in practice early on and to get to know internal processes in a company
- The practical application of knowledge from other modules
- Application, expansion and deepening of learned theory and real engineering questions and problems
- The improvement of cooperation and communication skills and the importance of teamwork
- The presentation of tasks and results for certain target audiences
- The acquisition of problem-solving skills

5. Content of the internship

For 18 weeks, the student is to be employed in the industry in a suitable, European company to gain first experiences in the tasks of an Engineer. Students are included in ongoing projects in the company.

Individual tasks from the following areas (up to three points from the following list) are to be worked on:

- Planning of plants, leading and controlling a project
- Technological planning and controlling
- Technological purchase, organisation and logistics
- Marketing of industrial goods and distribution engineering
- Setting up business and business succession
- Maintenance, service, and repair of machines and plants
- Examination, inspection and control
- Segment and product planning, business development
- Technological distribution and consulting
- Service, maintenance and repair management

6. Practice block seminar (PLV)

6.1 First PLV week (Career Service seminars)

The first PLV is replaced by Career Service seminars. The first PLV week consists of seven Career Service seminars that must be taken by the beginning of the practical semester. Each student takes part in four seminars from the category "study and personality competencies" and three from the category "career competencies". For every passed seminar, the students receive a confirmation in the form of a signature by the lecturer after the seminar. The students can download the confirmation forms for the seminars on iLearn.

The Career Service recommends the following schedule for the seminars:

From 1st – 3rd semester

4 seminars of study and personality competencies, Topic Intercultural Competencies is mandatory, all other 3 topics can be chosen freely from
<https://pmit-ext.th-deg.de/seminare/>

From 4th – 5th semester

3 seminars of career competencies to choose freely from
<https://pmit-ext.th-deg.de/seminare/>

Note: this is just a recommendation; you are free to take the seminars anytime between the first and fifth semester.

The students print the confirmation form and bring it along to all selected PLV seminars of the Career Service, so that the respective lecturers can sign on it. The confirmation form must be uploaded on the iLearn course "Career Service PLV Industrial Engineering" by two weeks before beginning of the practice semester. The Career Service will check the form for correctness and completeness. After checking, the form is forwarded to the faculty, so that the results of the first PLV can be entered. It is in the students' responsibility to take the seven exams before the practical semester. Registration for Career Service seminars:
www.th-deg.de/seminare/ec

6.2 Second PLV week

The date of the second PLV week depends on the end of the internship and will be announced separately.

As a part of the second PLV week, exams are held. The exams are designed by the respective lecturers (presentation, thesis). The exams are graded with "passed" or "failed". There is compulsory attendance. The students are to give a speech about a certain topic in the area of their internship (oral presentation), further lectures round off the PLV week.

Example schedule:

Monday Project management / Practice	Tuesday Practice	Wednesday Pitching techniques	Thursday Presentation I	Friday Presentation II
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7. Recognition of the internship

After the second PLV week, the passing of the internship is decided upon. The following documents must be submitted online

until 01.04. if you did your internship in the winter semester

until 15.10. if you did your internship in the summer semester

7.1 signed internship contract

The internship contract signed by the company, the student and the practice commissioner must be uploaded as a PDF document.

7.2 PLV1 confirmation

The PLV1 competences sheet, which confirms the participation of all 7 seminars, must be uploaded as a PDF.

7.3 Internship report

The report must contain a cover page and a table of contents; it should be at least 10 DIN A4 pages long and must be written in a word processing software (DIN A4, font size 12, line distance 1.5).

The report should be structured as follows:

- Description of the company (1 – 2 pages)
- Comprehensive report about the internship that describes your tasks and what you learned. A general explanation is not wanted; you should write about what you really did.

- The entire report must be uploaded as a PDF document to th-deg.de/pv/ and into the respective iLearn course "Internship/PLV2 Week"

7.4 Presentation/speech

The presentation must include a summary of the internship. The presentation should not exceed 5 minutes and be held in a way that informs fellow students about the topic.

The presentation is followed by a short discussion.

Length: about 5 min; projector, PowerPoint

- The presentation must be uploaded shortly after the second PLV week as a PDF document.

7.5 Internship certificate

The internship certificate issued by the company (that certifies the duration) should be a "qualified certificate" that describes the tasks of the trainee.

- The certificate must be uploaded after the second PLV week as a PDF document

7.6 Evaluation of the company

The student must write an evaluation of the company and the placement. There is a form sheet online.

8. Already recognised internships

If your internship has been recognized (first or second PLV week), you still have to register with the internship management system online. Instead of the documents asked for, you can upload a PDF scan of the recognition of your practical experience.

Unless you upload a document, your data can not be processed and your practical semester will not be registered.

Upload the documents to: <http://www.th-deg.de/pv>

If the documents are not uploaded within the under point 7 mentioned period, no ECTS points can be given for the practical semester.

The dates are binding. If you cannot meet a deadline for a valid reason, please tell your practice commissioner 14 days ahead of time via email.

9. Miscellaneous

The internship can only be successfully passed if you hand in all required documents by the Career Service and the second PLV week in time. Only then can the 30 ECTS points for the practical semester be awarded.

10. Questions

In case you have any questions about the second PLV week, please contact

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Deggendorf, 1 October 2016

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Prof. Dr. Sascha Kreiskott
Practice commissioner

- Sample cover page for an internship report -

Deggendorf Institute of Technology
Faculty of the European Campus Rottal-Inn
Bachelor Industrial Engineering / Maintenance and Operation

Cover page for an internship report

Last name: _____

First name: _____

Street: _____

Zip code, town: _____

Enrolment number: _____

Begin of studies: _____

Company:

Name: _____

Street: _____

Zip code, town: _____

Date:

From - until: _____

Duration in weeks: _____

The focus of my internship was (department/position):

(e. g. preparation, construction)

PLV Career and personality competencies

Industrial Engineering / Maintenance and Operation – confirmation

Name: _____ Enrolment No. _____

Confirmation of participation in:

4 Seminars from study and personality competencies (can be freely chosen)

Topic _____

(Date and signature by the lecturer)

Topic: _____

(Date and signature by the lecturer)

Topic: _____

(Date and signature by the lecturer)

Topic: _____

(Date and signature by the lecturer)

and 3 seminars from the area career competencies (can be freely chosen)

Topic: _____

(Date and signature by the lecturer)

Topic: _____

(Date and signature by the lecturer)

Topic: _____

(Date and signature by the lecturer)

Please upload this confirmation to iLearn/Career Service/Course/"Career Service PLV Industrial Engineering". The Career Service will check the form for correctness and completeness. After checking, the information will be forwarded to the faculty to confirm passing the first PLV week.

**Application for recognition of the internship in the degree program
Industrial Engineering / Maintenance and Operation**

Name, first name:

Matriculation No.:

The internship can be recognized only if one of the following criteria is met.

The following supporting documents are enclosed:

Certificate

Other

The recognition of the internship does not affect the completion of the practice-oriented course (PLV)!!

Date: _____

Signature of the student: _____

- The internship will be recognized.
- The internship will be partially recognized. _____ weeks still have to be completed.
- The internship will not be recognized. Reason: _____.

Date: _____

Signature of the practice commissioner: _____

To be completed by the student

To be completed by the
internship representative

