

Form for selecting a suitable internship organisation

The practical study semester is an essential part of the Master's programme in Resilient Horticulture at Weihenstephan-Triesdorf University of Applied Sciences. Regardless of whether the internship is to be undertaken in Germany or abroad, the choice of the internship organisation must be agreed with the internship supervisor at the HSWT. The officer for practical study at the HSWT will also be happy to assist. The choice of the organisation as a suitable placement venue is confirmed by the signature of the internship supervisor.

Name of student	Matriculation no.

Name and address of internship organisation	Name, email address and phone number of internship supervisor at the company	Duration of internship

Date

Signature internship supervisor (HSWT)

- The practical study semester comprises a total of 18 weeks which must be spent on a suitable internship. During the internship, students must participate in an accompanying course (4 hours per week/semester).
- The university will contact the supervisor at the company during the internship.
- The address of the host organisation must be provided to the Internship Office **before** the start of the internship by submitting the internship contract. Internships will only be recognised from the date on which the Internship Office was informed of the host organisation's address.

A copy of this form must be submitted:

- to the Internship Office together with the internship contract.
- to the university together with the final internship documents.

→ On page 2, you will find important information about the internship. For further details, please refer to the MRH internship moodle course room.

Dates/Deadlines in the practical study semester

- Start date: If the internship is to be undertaken during the winter semester, it should commence on **1 August, and no later than 15 August**. In the summer semester, it should commence on **15 February, and no later than 1 March**.
- Students must register for the internship examination via MyCampus during the exam registration period.
- Submission of a two-page proposal for the project work is required by **15 November/1 June**.
- The final internship documents (form for selecting a suitable internship organisation, internship report, essay on intercultural experiences, confirmation of completion of the internship) must be submitted via the internship moodle course room by **5 February/20 July**.
- The final examination usually takes place during the last week of the examination period.

Internship report

- When writing the internship report, the guidelines for academic writing must be followed. The facts described must be presented concisely, clearly and in a way that is easy to follow. The sources used must be cited in the text and listed in the bibliography.
- The internship report (approx. 15 pages) is divided into the following **three sections**:
 - 1) Description of the internship organisation (approx. 3-5 pages)
 - 2) Brief description of main activities carried out
 - 3) Report on the project carried out independently at the placement site (approx. 7-10 pages). If the results achieved as part of the project work are subject to company confidentiality, the intern shall merely describe the methodology of the approach.
- The report must also include the following elements:
 - List of sources and figures
 - Confirmation from the company acknowledging receipt and acceptance of the report and the presentation of the project work.
 - Declaration that the student has written the report independently and that the sources used are cited in the text and in the list of sources.
- Good internship reports analyse the strengths and weaknesses of the host organisation from the intern's perspective.
- The internship report must be signed by the company's internship supervisor and the intern.

A two-page essay on intercultural experiences must be submitted together with the internship report.

Internship examination

- The internship concludes with a 15-minute graded presentation. This should cover the company in around two slides and the project in around ten slides. A good presentation is based on subject expertise and effective use of visual aids.
- Attendance is compulsory.