

## Information for the Internship (BMS)

„Praktikumsprofessor\*in“ for BMS: Prof. Dr. Fanning (starting from March 2019)  
„Praktikumsbeauftragte“ of the HS Stralsund: Eva-Maria Mertens

### General information:

- Duration: at least 20 weeks
- Either the practical semester or a study semester has to be spent abroad, but we appreciate both semester abroad very much!
- 7<sup>th</sup> semester
- Acknowledgement of the internship semester after the Evaluation

### Preparation:

- Search and application for an internship: average: 1 year
- Support:
  - Eva-Maria Mertens (house 1, room 235)
  - Prof. Dr. Hiltgunt Fanning (Praktikumsprofessor\*in BMS) or Ms. Stefanie Wenzel
- Financial support:
  - different kinds of foundations/ institutions (e.g. DAAD, InWEnt) **- Please pay attention to the deadline -**

### Trainee contract

- has to be checked and signed by Prof. Dr. Fanning

### Further information:

- Students have to inform the study office (Mr. Karsten Mau) about their internship semester **and** "we would like to know" = your information about the internship please inform the co-ordinator, Stefanie Wenzel (before leaving).

### Structure & Aspects to be covered in the report (approx. 10 pages):

#### Cover sheet:

- Title – *Internship Report*
- Internship Period
- Name of student – Address – Student ID
- Name and address of company
- Name of supervisor
- Date and place of completion of report
- Signature of student

#### Table of contents

#### Body of the report

- Introduction: Motivation for choosing this internship
- General information: Company – Company location – Financial conditions of internship
- Company profile
- Job requirements in general
- Specific tasks
- Correlation with study programme
- Lessons learned & Expertise gained & their Relevance for the student's future career

#### References

**The internship report must be delivered after the internship semester and must be signed by the firm tutor.**