

Guideline for CME Internship (E+I433)

1. General

This hand-out describes the process around the internship of CME students of Offenburg University of Applied Sciences (HS Offenburg). If questions remain, please contact the CME Internship Office ("Praktikantenamt"):

- Ms Silvia Willmann: willmann@hs-offenburg.de, office B033, phone 0781 205-119 for all administrative issues,
- Prof. Dr. Roland Riempp: riempp@hs-offenburg.de, office D305, phone 0781 205-132, if the internship is in the field of media engineering
- Prof. Dr. Werner Reich: reich@hs-offenburg.de, office C109, phone 0781 205-183, if the internship is in the field of communication or engineering.

For general questions, please contact the CME programme coordinator, Ms Ulrike Nordau.

2. Objectives

The exam and study regulations ("Studien- und Prüfungsordnung", StuPO) of the CME programme give students the opportunity to carry out an internship of a duration of two months. It should give students the possibility to transfer their theoretical knowledge, acquired during the academic education, into a practical working environment or a research institution.

3. Conditions

1. The internship needs to be related to the field of study (Communication and/or Media Engineering) and should have a scientific approach. It is not required to follow one single topic (as e.g. in the Master's Thesis).
2. The internship comprises at least 35 presence days, which have to be completed within 7 months.
3. The internship can be executed in a company, a research institute, or within the HS Offenburg.
4. The tasks of the internship shall be executed under the guidance of an experienced supervisor.
5. On request, HS Offenburg provides a confirmation letter that the internship is an integrated part of the study programme. Please contact Ms Willmann for this.

4. Workflow

Preparation

- The students shall identify internship possibilities and shall apply independently. The Career Center and professors of HS Offenburg are ready to support.
- A contract between employer and student needs to be signed.

Ex Ante Approval

- The Internship Office shall be informed on the internship. This shall be done by the application sheet.
- This application sheet shall be handed in to Ms Willmann together with a copy of the contract.
- Approval of the responsible Head of Internship (Prof. Riempp or Prof. Reich) is required **before** the beginning of the internship.

Report

- A report of the internship needs to be written by the student (approx. 20 pages) and signed by the employer. At minimum, university, employer, supervisor, name of student and the execution period shall be mentioned on the title page.
- The report needs to be handed in at the latest one month after completion of the internship.
- Together with the report, a certificate from the employer needs to be handed in, which shall contain
 - Duration of internship (days of work)
 - Field of work
 - Assessment of the student's performance

Ex Post Approval

The Credit Points shall be granted after approval of the report by the responsible head of the Internship Office.