

## **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 contract must be handed in in print and 4-fold (for the faculty, the company and your own records), signed by the course assistant for Industrial Engineering in Pfarrkirchen two weeks before the practice semester starts. This also counts as a registration for the second PLV week.

#### **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 company. 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 (study and personality competencies)

Seminar topic can be freely chosen from the category "study and personality competencies" on [www.th-deg.de/career-seminare](http://www.th-deg.de/career-seminare)

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From 4th – 5th semester (career competencies)

<p>Seminar topic can be freely chosen from the category "career competencies" on <a href="http://www.th-deg.de/career-seminare">www.th-deg.de/career-seminare</a></p>	<p>Seminar topic can be freely chosen from the category "career competencies" on <a href="http://www.th-deg.de/career-seminare">www.th-deg.de/career-seminare</a></p>	<p>Seminar topic can be freely chosen from the category "career competencies" on <a href="http://www.th-deg.de/career-seminare">www.th-deg.de/career-seminare</a></p>
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**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](http://www.th-deg.de/seminare/ec)

## 6.2 Second PLV week

The dates for the second PLV week will be announced in the faculty under "Organisation" and online under "student information". 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:

<p>Monday  Project management / Practice</p>	<p>Tuesday  Practice</p>	<p>Wednesday  Pitching techniques</p>	<p>Thursday  Presentation I</p>	<p>Friday  Presentation II</p>
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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 within two weeks after the second PLV week:

### **7.1 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/](http://th-deg.de/pv/).

### **7.2 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.

### **7.3 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

### **7.4 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 given 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 March 2018

gez.

Prof. Dr. Sascha Kreiskott  
Practice commissioner

- Sample cover page for an internship report-

**Deggendorf Institute of  
Technology**

**Faculty of Applied Natural Sciences and  
Industrial Engineering**

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 – confirmation

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Name: \_\_\_\_\_ Enrolment No. \_\_\_\_\_

### **Confirmation of participation in:**

#### **4 Seminars from study and personality competencies**

Project management \_\_\_\_\_  
(Mandatory) (Date and signature by the lecturer)

Presentation techniques \_\_\_\_\_  
(Mandatory) (Date and signature by the lecturer)

\_\_\_\_\_  
(Freely selectable from "study and personality competencies" at: [www.th-deg.de/career-seminare](http://www.th-deg.de/career-seminare))

\_\_\_\_\_  
(Date and signature by the lecturer)

(Freely selectable from "study and personality competencies" at: [www.th-deg.de/career-seminare](http://www.th-deg.de/career-seminare))

\_\_\_\_\_  
(Date and signature by the lecturer)

#### **and 3 seminars from the area career competencies**

Application \_\_\_\_\_  
(Mandatory) (Date and signature by the lecturer)

Job interview \_\_\_\_\_  
(Mandatory) (Date and signature by the lecturer)

\_\_\_\_\_  
(Freely selectable from "career competencies" at: [www.th-deg.de/career-seminare](http://www.th-deg.de/career-seminare))

\_\_\_\_\_  
(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.