Mandatory internship
(Students starting winter semester 2021/2022)
Sustainable Resource Management
06.12.2021
The Internship at xxx in xxx has given me great experience to work in the field of embedding sustainability economically in global operations. It enriched my knowledge, improved my working skills, enhanced my social and intercultural skills, and opened my focus on how I want to further pursue my studies and professional career. Within the first couple of weeks was a lot to learn, catching up on a broad variety of sustainable scientific topics and research opportunities to introduce new ideas to develop the xxx project. Getting a first glance at how my work can contribute for companies to become more environmentally friendly has opened my mind to want to become an expert in it. To achieve sustainability in a global organisation ....

... The biggest achievement I made during my mandatory internship at xxx was that I gained confidence working in the real world. I was able to learn how to cooperate and receive feedbacks from colleagues for the better. Through researching on Sustainability Risk Management, I was able to realize that this process of researching would help my further career for good. Making an interaction with colleagues was also great experience because I learned a lot through understanding and respecting their points of view.

These weeks of mandatory internship at xxx was the time that I was able to apply what I theoretically learned from the classroom. I have learned what sustainability is and why it is important for the corporations to deal with it. However, as I really worked with the hands-on experience, I was able to realize that the ...
S R M

www.praktikantenamt-weihenstephan.de

praktikum.forst.srm@paw.bayern.de
We are open during lecture period:

Monday, Wednesday, Thursday: from 8.30 – 12.30
Tuesday, from 8.30 – 15.30

Contact: Kornelia Schredl 08161 – 713572

For individual consultation and during the lecture-free periods make an appointment with us, please.
Internship department

During your studies, you need to supply proof of an internship of at least 8 weeks (since WS 20/21) in fields related to the program.

We are to be contacted to get the approval for
• the internships you are intending to do.

We check
• contracts
• reports
• confirmations of completion

We recognize your 8 week internship and register automatically 12 ECTS
Praktikantenamt Weihenstephan


Alte Akademie

Öffnungszeiten / Opening hours

COVID-19
Aufgrund der Corona-Situation ist der Publikumsverkehr im Praktikantenamt eingeschränkt. Bitte machen Sie einen persönlichen Termin aus und berücksichtigen Sie die allgemeinen Schutzmaßnahmen. Sie können jedoch jederzeit telefonisch, per Mail oder postalisch mit uns Kontakt aufnehmen!

COVID-19
Please feel free to contact us via phone, email or postal service. Due to Covid-19 the Internship Department recommends to make an appointment before visiting. Don't forget your mask!

Montag, Mittwoch, Donnerstag: 8.30 Uhr-12.30 Uhr. Dienstag: 8.30 Uhr-15.30 Uhr
Für eine Einzelberatung während der vorlesungsfreien Zeit (Semesterferien), machen Sie bitte einen Termin mit uns aus.

Monday, Wednesday, Thursday: 8:30-12:30 / Tuesday: 8:30-15:30
For individual consultation during the lecture-free periods (semester break) please make an appointment with us.

So erreichen Sie uns: / How to find us:

Benutzen Sie an der 'Alten Akademie 1' den Eingang zur Cafeteria. Sie finden uns im 3. Stock.

Please take the entrance to the 'Cafeteria' at 'Alte Akademie 1'. You'll find us on the 3rd floor.
Sustainable Resource Management - Master

Mandatory Internship

Please note, that we need about 4 to 6 weeks to check your reports and the required documents - sometimes even longer, if there are papers missing or your report has to be reworked.

Contact us if you would like to validate internships.

Sustainable Resource Management M.Sc.

> Link to your Study Course of Sustainable Resource Management M.Sc. with Module Catalog

Please fill in forms after download and mail to:
E-Mail: praktikum.forst.srm@paw.bayern.de

Information sheet

> Information sheet: 207 KB

Internship - contract

> Internship - contract: 294 KB
SRM internship

- You search for an internship by your own – possible areas:
  - Management and Protection of Forest Ecosystems
  - Wildlife and Protected Area Management
  - Landscape Management
  - Renewable Resources
  - Climate, Air and Water
  - Soils and Soil Management
  - Material and Waste Management
  - Sustainable Agricultural Value Chains
SRM internship

Before you start:

• Schedule your internship in a way, that it does not conflict with any lectures.

• Contact the internship department to get the internship approved in advance (name of institution, objectives, possible main tasks, your special field of interest, supervisor – professional qualification, how long will you be an intern there…).

• Sign and submit the contract to the internship department
  send all the documents - digitally
  no internship contract - no recognition as internship

• Cover 8 weeks, or if you split please note, that an internship shorter than 4 weeks cannot be recognized.

TUM contract forms in different languages are available on our homepage. We also accept third party assignments.
As long as the internship is not checked and listed by us, you do it at your own risk and it might not get recognized.

**Important note:** During your mandatory internship you keep the status of a student. You are not an employee! This is relevant for the organization of the insurances during the internship period.

Any questions regarding visa/work permits go to: auslaenderbehoerde.kvr@muenchen.de
SRM internship

• Insurance – mandatory internship

  • Health insurance: Contact the insurance company and let them know, that you are doing a mandatory internship. Tell them also if you prolongate the internship by a voluntary part.

  • Accident insurance: In Germany you are automatically covered by the accident insurance of the company.

  • Liability insurance: Highly recommended by the internship department, to discuss absolutely with the human resources department of the company.

German students serving an internship abroad contact International Center TUM and the supervisors on campus.
During the internship:
• Working hours: dependent on company
• Holiday – during the mandatory internship you are not entitled. If leave is granted by the company itself, the days off must be made up for by extending the contract.
• National holidays – o.k.
• Overtime - compensation in days off - o.k
• Remuneration - no claim - free agreement
• Illness: contact human resources department of the company immediately, 2 days accepted by the internship department - longer absence contact us

The days of absence are recorded in the confirmation of completion.
SRM internship

After the internship:

You have to digitally submit

• a confirmation of completion signed by the company

• a 10 pages detailed report

• with signed cover sheet

To be submitted in the semester following the internship. Please note! Sometimes it takes 4 to 6 weeks before your documents are checked and the 12 ECTS are booked. Do not wait until you need the credits urgently!
Send all documents after you have finished the internship

to: praktikum.forst.srm@paw.bayern.de

only as:
PDF file (if several files, contiguous - chronologically sorted) - no JPG files

Never forget in your email:
matriculation number
study program
actual semester
formulated request

Ansprechpartner/Contact: Kornelia Schredl
08161-713572
Internship report

- It is based on the rules of a bachelor thesis.

- In principle, there are 3 main structure points:
  - **Introduction** and company description: organisation, personnel, technical equipment, objectives, special features?
  - **Course of the internship**: in which department have you been, what were the main tasks, which programs/projects have you been involved in?
  - **Reflection**: learning outcome, knowledge, connection to your study course, positive and negative experiences?

Do not worry! If the internship department cannot learn from the report, that your internship had been a success, we contact you, discuss the matter and you have the chance to rework.
• Report

We want to get an impression, where you have been, why you chose that company or that work field. We would like to learn what you did actively, to whom you were assigned to, report to, which projects did you support, and if your responsibility changed during the course of the internship and you got more demanding, challenging tasks.

1. Introduction
2. Company
3. Tasks and relation to Studies
4. Evaluation

1. Introduction
2. Duties, challenges
3. Results of the internship
   relation to the study program
4. Conclusion and recommendations

1. The company
2. Why there
3. Tasks
4. Acquired knowledge
5. Connection to SRM
6. Conclusion

1. Introduction
2. The company
3. The work of the team
4. The projects
5. General learnings and my study program
6. Reflection

1. Introduction
2. Description of the company
3. Overview of my main tasks
4. Other tasks
5. Highlights
6. Low lights
7. Reflection on my tasks and relevance for my study program
As mandatory internship we do not accept any internship you had to do to get your Bachelor degree.

You sign on the cover sheet:
I hereby declare, that I completed the report myself and included any source used herein. This internship has not already been recognized for the achievement of another degree.

We expect you to do your mandatory internship during the master program - to achieve the best synergy effects between theory and practise.

….we accept homeland internships.

See module description!
SRM internship

...Exceptions

As mandatory internship we do accept also working student jobs.

• The work area must be in line with the SRM study program.

• It has to be approved by the internship office.

• You have to cover at least 360 working hours, to be confirmed by the company, after you have worked these hours.

• Look at the form on our website.
• After a certain period – halftime - ask for a feedback talk with your supervisor to discuss how the internship went so far, what can be improved and what would you like to focus on the second half of the internship.

• Be always in contact with your supervisor - this helps a lot, if the internship has to be adjusted to better follow your interests.

• It is too late to change anything after you have finished the internship.
Summary:

To finish your internship:

- Get a confirmation of completion from the company.
- Draw up a ten pages report.
- Fill in and sign the cover sheet.
- Send us all the documents digitally.
Sustainable Resource Management - Master

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