Mandatory internship
(Students starting winter semester 2022/2023)
Sustainable Resource Management
28.11.2022
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 …. 

My teamwork skill has improved. Particularly on supply chain academy team, where mostly someone is responsible for one particular part. Therefore, for an iLearn to be complete, everyone needs to be able to do their part properly and work together with the others.

✓ In addition to it, my communication skill has also improved. In line with previous point, being able to work with others means we have to communicate effectively. My responsibility as moderator also demands me to be able to present and convey the message in an effective yet relaxed manner. Now, I understand how to communicate properly with my colleagues and supervisors.

✓ I am also able to prioritize. In most cases, I was assigned to a variety of tasks with different targets, relevance, and deadlines. It is then important to know which one has the highest priority and the closest deadline.

✓ Additionally, my ability to work with different softwares has expanded further. Throughout my internship I had to work with different softwares: Microsoft office, AnyLogic, and Adobe Presenter are among them.

✓ Last but not least, my German skills have improved. Although most tasks and meetings are conducted in English, sometimes I would communicate team members in German. This has mostly helped particularly with my writing skills.

It was indeed a great pleasure for me to work with xxx. My internship improved my practical knowledge in the field of biogas production and gave me insight into working conditions in a foreign culture by improving my intercultural skills. I reached the goals of the internship by performing my duties and responsibilities. My calm and patient personality provided me good practices during the internship. It was a great opportunity to meet people from different cultures and introduce my culture to them. During my internship, I worked with my colleagues in nice harmony. Apart from that, I believe, the internship helped to improve my communication skills and German skills.

At first, I was worried that I would be stuck with boring work and unpleasant colleagues. However, it all turned out to be wrong from day one. The tasks assigned to me are proven to be important and relevant. I have also met friendly colleagues. These also changed my perspective towards office work. My working atmosphere was positive, friendly, and supportive. Being an intern at xxx was my first corporate experience, and as a student, I had a lot to make mistakes every now and then, but what is important is that I am eventually able to find my working pace and learn from my mistake.

Gaining practical experience was my main goal, in addition to fulfilling university’s requirement. I also gained knowledge about various supply chain processes, which is important for my career as future resource manager. My most of its sectors, which makes me realize that sustainability is a broad topic that can be integrated into various aspects, even the ones I thought were not possible. Given all the points and experience so far, I would evaluate my internship as good.

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 corporation 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 Schredi 08161 / 71-3572

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
• certifications

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


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: 08:30-12:30 / Tuesday: 08:30-15:30

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

Information sheet

Document

Internship - contract
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 before starting your internship

  send all 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.

• If you choose a part-time internship (working students, min. 20 hours/week) we need a summary of your planned tasks and a confirmation from the employer that the work is equivalent to a regular internship. Send these documents with your contract.

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](mailto:auslaenderbehoerde.kvr@muenchen.de)
Or the Foreigner´s Office (Ausländerbehörde/Landratsamt) at the place where you live
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 prolong 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.
SRM internship

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 submit digitally as a single pdf-document:

• 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!
After you have finished the internship send all documents

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

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 too, 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. Description of the company
2. Overview of my main tasks
3. Other tasks
4. Highlights
5. Low lights
6. Reflection on my tasks and relevance for my study program
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.

You have to do your mandatory internship during the master program - to achieve the best synergy effects between theory and practise.

….we accept internships done in your homeland

See module description!
SRM internship

Not a regular internship, but as exception:

we also accept working student jobs as mandatory internship.

BUT

• It has to be approved by the internship office in advance; confirmation from the employer that the work is equivalent to a regular internship

• A minimum of 20 working hours per week has to be performed.

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

• You have to cover at least 320 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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**Information**

Information sheet

> SRM information sheet 207 KB

Documents

> Internship contract 294 KB