Internship Report

Report Submitted in Partial Fulfillment of the

Requirements for the Degree of

degree name

in the

Faculty of Technology and Bionics



Date of submission: 20.08.2021

Submitted by

**First name + initials of further names + Surname**

**(Student ID** **12345)**

from place of birth

E-Mail (University): your email address

INTERNSHIP CERTIFICATE

Ms/Mr. .....................................................................................................................................................

born on ............................................................. in ..................................................................................

residing in .....................................................................................................................................................

interned from ..................................................................... to ..........................................................................

in our organisation in the following capacity:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **From** | **To** | **Weeks** | **Main Tasks** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Average hours worked per week: ........................

Total number of weeks: ........................

Days absent: ........................

We hereby confirm that the content of the internship report is accurate, in particular the work activities documented therein.

....................................................................... ...................................................................

Place, date Stamp, signature

To be completed by Rhine-Waal University of Applied Sciences:

Number of internship days officially recognized: ................... days

................................................................... .....................................................................

Place, date Internship Coordinator

According to the Internship Regulations of the Faculty of Technoloyg and Bionics, interns are required to work in at least 3 of the following approved fields of activity for their respective degree programme with corresponding documentation.

Mark the fields of activity that you covered during your internship by indicating the number of weeks of coverage.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field of activity** | **ME** | **SE** | **IE** | **EL** | **Number of weeks covered** |
| Machining/moulding/primary shaping processes (2-4 wks.) | X | X | X |  |  |
| Thermal cutting and joining processes (1-2 wks.) | X | X | X |  |  |
| Production/assembly (2-3 wks.) | X | X | X |  |  |
| Servicing equipment (1-2 wks.) | X | X | X | X |  |
| Receiving inspection/quality assurance (1-2 wks.) | X | X | X | X |  |
| Technical procurement (1-2 wks.) | X |  | X |  |  |
| Technical sales and distribution (1‐2 wks.) | X |  | X |  |  |
| Marketing technical products (1‐2 wks.) |  |  | X |  |  |
| Installation of electrical or electronic components (1‐2 wks.) |  | X |  | X |  |
| Operation and maintenance of electrical or electronic systems (1‐2 wks.) |  | X |  | X |  |
| Troubleshooting electrical or electronic systems (1‐2 wks.) |  | X |  | X |  |
| Operation and maintenance of IT infrastructure (1‐2 wks.) | X | X |  | X |  |
| Measurement and control technology (1‐2 wks.) | X | X |  | X |  |

ME = Mechanical Engineering SE = Mechatronic Systems Engineering

IE = Industrial Engineering EL = Electrical Engineering

# Main topics covered

**Period**: dd.mm. – dd.mm.yyyy

|  |  |
| --- | --- |
| **Day of the week** | **Activities** |
| Monday | * Welcome and introduction by Mr. XYZ
* Introduction to safety regulations
* Getting to know the functionality of calipers
* Start of the first work assignment: creating a marking plate (line marking, punch marking)
 |
| Tuesday | * Text
 |
| Wednesday | * Text
 |
| Thursday | * Text
 |
| Friday | * Text
* text
 |

Here you can add general comments regarding your experience and findings of this week. Note: The table above should contain all activities from this week. The table and these general comments should be around one full page.

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Company supervisor name and signature |  | Company stamp: |

One task per week should be described in more detail on one extra page (this page) including a sketch or technical drawing.

**Detailed Description of one task: e.g. Drilling plate**

Detailed description of one work assignment from this week. Here you can also add sketches and figures. This section should not exceed one page, so in total the complete documentation for a single week should be a maximum of 2 pages.

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