

Guidelines for the  
organization and design of the  
integrated external practical semester  
for the bachelor degrees  
at the University of Applied Forest Sciences Rottenburg

Effective from 01.09.2018

Based on § 8 paragraph 5 in conjunction with § 30 paragraph 1 and § 34 paragraph 1 of the statute over the applied universities in Baden-Württemberg (Landeshochschulgesetz – LHG – the law on universities and work academies) in the version 1<sup>st</sup> January 2005 last changed at Article 1 of the statute on 13<sup>th</sup> March 2018 (GBl. p. 85), the Senate of the University of Applied Forest Sciences Rottenburg decided upon the hereafter guidelines for the regulation of the integrated external practical semester for each bachelor degree on 29.06.2018.

The rector of the University of Applied Forest Sciences Rottenburg issued his consent on 29.06.2018.

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# **1 Organization of the integrated external practical semester**

## **1.1 Situation and duration**

The integrated external practical semester is a winter semester. It is in the fifth semester of study. The regulatory start is on 01.09 of the year.

The duration of the integrated external practical semester comprises of at least 20 weeks, in which at least 95 days of presence are to be attended. Days of presence are days at work and therefore days actually operationally present. Days absent due to public holidays, holidays, other personal leaves of absence or sickness are excluded and should 95 days of presence not be reached, the missing days are to be caught up on by an extension immediately at the end of the integrated external practical semester.

## **1.2 Training positions for the carried out internship**

For the purposes of this guideline, only periods of practical experience that have been completed in an organization recognized by the university prior to the start of the Integrated Practical Semester can be recognized. In order to be recognized by the university, organizations must provide a qualified education related to the contents of the respective study program. The Traineeship Office provides students with contact details for organizations already recognized by the university for each course of studies and informs students about it. The internship office is responsible for the recognition of the organizations for the internship and, in case of doubt, the examination board is responsible. The internship can be completed domestically or internationally.

## **1.3 Change of training position**

In principal, one change of training position in the integrated external practical semester is possible. With this, both training positions must satisfy the requirements according to clause 1.2. The minimum stay at a training position should not be less than 6 weeks.

## **1.4 Formalities**

The student is responsible for submitting the following documentation to the university:

- (1) Practical training contract in accordance with Annex No. 1
- (2) Activity report (evidence of time allocation) in accordance with Annex No. 2
- (3) Practical training certificate and assessment of the training success in accordance with Annex No. 3

(4) Reports that have been composed in accordance with Clause 3 of these guidelines.

A training contract (1) is to be submitted on time before the start of the integrated external practical semester for permission to be given. This is valid for an intended change of training position in accordance with Clause 1.3 of this Guideline.

The remaining documentation (2-4) are to be handed in together as hard copies immediately after the completion of the practical training.

### **1.5 The design of the integrated external practical semester**

The activity conforms to the possibilities of the internship position. Due to the great range of training positions under consideration as future internship positions, which may strongly differ according to industrial affiliation, type, structure and size, an exhaustive listing of all essential training goals is not possible. In principal, the subject relevant practical training in the integrated external practical training semester should include familiarization, a practical induction and / or participation in the following areas:

1. Structure, tasks and general conditions of the internship position
2. Planning and organizational tasks (management)
3. Communication (inwards, e.g. leadership, and outwards, e.g. acquisitions etc.)
4. Practical work

In the course of providing professional qualifications, the social competence of the student should be promoted within the scope of opportunities.

## **2 Supervision of the students**

During the integrated external practical semester, the training will be supported through the closest possible contact between the university and the recognized training position.

Within the scope of the available capacities and reasonable distances (generally up to 100 km), the university professors supervise the students on site and also work in mutual communication with the training representatives toward a constant optimization and currentness of the training.

The supervisory meetings with the students can take place on the university campus or at centrally located places, for convenience or if elsewhere is not possible.

To maintain and improve the training quality, the university offers meetings and advanced training courses for the training representatives of the internship position or discusses items of agenda at appropriate functions, otherwise events that are relevant to the training company.

### **3 Documentation and assessment**

During the integrated external practical semester the student is to complete a progress report with at least two focus topics. In the content they should have the essential topics of the performed practical activities and prepare a total length of about 25 pages. The selection of topics occurs possibly in consultation with the training representatives and / or with the university supervisor. They should be able to support the methodological competence of the student.

Regulations on the form and content of the reports are formulated by the traineeship office of the University of Applied Forest Sciences Rottenburg in separate leaflets.

The reports will be submitted to the training representative and given endorsement.

During the integrated external practical semester, an activity report (evidence of time allocation) is to be kept. The activity report is to be submitted monthly to the training representative and endorsed as such.

The basis for the recognition of the respective integrated external practical semester according to § 4 of the study and examination regulations are:

1. The student's report
2. The activity report (Annex No. 2)
3. The practical training certificate and assessment of the training success (Annex No. 3)

### **4 Annexes that are mandatory components of these guidelines**

The following annexes are mandatory components of these guidelines:

1. Annex No. 1: Practical training contract
2. Annex No. 2: Activity report
3. Annex No. 3: Practical training certificate and assessment of the training success of students in the integrated external practical semester.

## 5 Ratification

The aforesaid guidelines have been ratified on 01.09.2018. They are valid for the completion of the integrated external practical semester, to be applied for the first time in the winter semester 2018/2019.

Rottenburg, 29.06.2018

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Prof. Dr. Dr. (h.c.) B. Kaiser, Rector

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