

## INTERNSHIP GUIDELINE

Print Media & Packaging Technologies



### Guideline for the Internship

#### **Applies to:**

- 7-semester study programs Print Media Technologies (PT7) *and* Print Media and Packaging Technologies (PP7), effective from winter semester 2021/22.

#### **Objectives:**

The internship (practical training) is a mandatory part of the main study program and is a prerequisite for the Bachelor's thesis. It encompasses 26 weeks of practical work in one or more companies. It can be divided into several parts, with a minimum duration of 4 weeks per part. The student is required to submit a report of approximately 6000 words on their internship.

#### **Goals of the internship:**

- Gain knowledge of production processes and business organization within the print and media industry.
- Apply technical knowledge and skills acquired during the course of study.
- Establish initial contacts for the Bachelor's thesis and future employment.

#### **Procedure and Duration of Employment:**

- Eligibility: Students must complete the basic studies (first-year coursework) before beginning the internship.
- Timing: The fifth semester is allocated for the internship. Ideally, if completed in a single company, the internship should be done during the fifth or sixth semester. If divided into parts, all segments must be finished between the completion of basic studies and the start of the Bachelor's thesis. Some parts may be completed during semester breaks.
- Duration: A total of 26 weeks of practical work is required, excluding absences. This corresponds to a minimum of 100 working days. Working from home may count toward this total. A single internship segment in any company must last at least 4 weeks. The internship must be fully completed before registering for the Bachelor's thesis.

#### **Internship Position:**

The internship must be completed at one or more companies within the print and media industry, aligning with the learning goals of the program.

#### **Eligible companies include:**

- Manufacturers of print or cross-media products, including prepress service providers and agencies.
- Manufacturers of printing presses or print finishing machines.
- Suppliers to the print and media industry, including software companies.
- Purchasing departments for print or cross-media products at branded goods manufacturers.
- Research institutes with relevant fields of study.

Students can propose an internship position, which must be approved by the head of the internship office.

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### **Report on the Internship:**

Students must submit a report on their internship, written in **English**, describing:

1. The company (or companies) where the internship took place.
2. The work performed.
3. A personal assessment of the internship experience (internship report).

### **Evidence for Acknowledgement of the Internship:**

1. Internship or employment contract(s) (if applicable, multiple contracts can be submitted).
2. Internship report.

### **Status of the student during the Internship:**

During the internship, students maintain their status as regular students of the Hochschule der Medien (HdM). They must also have health insurance during the internship period but are exempted from the tuition fees of 1500 EUR.

### **Head of Internship Office:**

Prof. Dr. Jansen

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*This guideline provides the key expectations and requirements for students to successfully complete their internships as part of the Print Media Technologies and Print Media and Packaging Technologies programs.*