

Faculty Industrial Engineering / Surface Engineering  
 Major Surface Technologies and Material Science  
 Focus International Sales Management and Technology

# GUIDELINES

for the practical training semester

## 0 Chronological integration of the practical training semesters

The practical training semester is an essential element of the major Surface Technologies and Material Science (§ 4, §44a SPO)

Preliminary internship	
VU1	1. Semester
VU2	2. Semester
VU3	3. Semester
VU4	4. Semester
VU5	5. Practical training semester
VU6	6. Semester
VU7	7. Semester

### 1 Preliminary Internship

#### 1.1 Training Goal

Collecting of experience in design, material-processing and assembly, measurement techniques, gaining insights in both the technical and the commercial organisation of production processes as well as an insight in sociological problems of the enterprise.

#### 1.2 Training contents

Working in the above mentioned fields. Other fields of operation need agreement in advance with the office of internships.

#### 1.3 Training duration

The preliminary internship must include no less than 50 workdays.

## 1.4 Documentation

A certificate of the receiving company has to be submitted to the universities office of internships. It should comprise:

- Type and content of the work
- Starting date and ending date of the practical training
- Number of days present in the company

## **2 Practical training semester**

### 2.1 Training goal

By carrying out practical tasks, the student shall get to know typical duties, tasks and professional requirements of a sales engineer. This practical training semester is to be completed abroad, to strengthen not only the professional contents, but also language knowledge and intercultural skills. As an alternative the stay abroad can also be approved by completing the Bachelor Thesis outside Germany or studying one semester at a foreign University. A minimum period of 3 months for the placement abroad is required.

### 2.2 Training contents

The training program can be compiled from the fields listed below according to the resources of the company. It is also possible to focus on one field of operation only:

- Getting to know the role of sales department within the structure of an enterprise
- Creation/further development of new or already existing marketing concepts
- Sales management
- Design
- Quality management
- Production planning and production process engineering

### 2.3 Training duration

The second practical training semester covers 110 days of presence of the student.

### 2.4 Documentation

The practical work in the industry has to be documented in a systematic and professional way. The documentation has to be approved by the supervisor in the company and is to be evaluated by the responsible professor of Aalen University. Additionally to the documentation, an official letter of approval of the company shall be submitted to the office of internships. It should state:

- Type and contents of the work
- Starting date and ending date of the practical training
- Number of days present in the company

## 2.5 Report

An oral report has to be given about the contents of the work done during the practical training semester.

### **3 Preparation and feedback**

The practical training semester is framed by preparation lectures and feedback sessions within both the university and the faculty. Attendance at these additional events is mandatory and has to be proven by a certification.

### **4 Approval**

The documentation needs approval of the supervisor in the company and will be evaluated by the office of internships at Aalen University. In addition, the duration of the practical training semester must meet the mandatory duration for internships listed in the major requirements. This fulfillment of the duration requirement must be officially recognized by Aalen University.