Guideline for an Internship Report

Internship Report

Module MHSE 26

Company : ***Wasserversorger der Stadt X***

Topic/Task of the Internship: *Abrechnungswesen Wasserversorger X*

Advisor: *Dipl.-Ing. Maria May*

Author: Name, Surname

Matriculation Number:

Study Course: MSc-HSE

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## Content

The text should be written in English or German and should follow the common rules of text composition. The report should be structured according scientific practice, tables and figures are to be labelled and sources must be quoted correctly.

The technical execution should meet the requirements of a Master’s Thesis. Please consider, that the company can use the results/your report in a scientific-practical way.

Furthermore, the internship could be a preliminary work for the Master Thesis. That should be agreed upon with your advisor in the company and your supervising professor.

## Organisational Issues

* BEFORE starting your internship, you should contact a professor who will evaluate your report.
* Please, use the following form <https://tu-dresden.de/bu/umwelt/hydro/studium/pruefungsamt/dokumente>.
If you have any questions, please contact your supervising professor before you submit your report.
* You should submit your report (including a confirmation and short evaluation of your supervisor of the internship) about 6 weeks after finishing your internship to your professor.
* According to the module description, your internship takes 3 weeks. An extension or even more internships are possible, but this should be agreed upon and set out in writing with your professor. The report can be divided into these different parts.
* Please consider that some companies or departments are bound to secrecy towards third parties. You should check this in advance and then discuss with your advisor and supervising professor.

## Format

* The report should be about 5 – 10 pages (excluding front page, contents and reference list)
* A list of contents is not mandatory, a reference list must be compiled. You should use a professional literature administration system as Zotero or Mendeley to compile your list. You should choose a consistent style of citation.
* Please use photos, graphs and tables to visualize facts, data and issues.
* Keep attention to term your sources correctly.
* Font text: good readable, p. ex. Times New Roman or Calibri. Font size: 11 pt. Line pitch: 1.15
* Keep attention to orthography, sentence structure and punctuation to make it easy to read.
* Please submit a two-sided printed, bound report and pdf-file on CD (no e-mail) – but, you must agree upon that with your supervising professor

## Necessary Material

* Own notes, photos, results (as publishable)
* Literature and documents of your company, available material from own research