

Technische Universität Dresden
"Friedrich List" Faculty of Transport and Traffic Sciences

Internship guidelines for the Master's degree program Transportation Economics

The internship guidelines are intended as an interpretation and commentary on § 7 of the study regulations for the Master's program in Transportation Economics. They also regulate the procedures for handling the activities, assignments and responsibilities associated with the vocational internship in this program.

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1 Objectives of the internship

The professional practice which is part of the elective compulsory module "Vocational Internship" is intended to provide a targeted combination of transport and economic theory and professional practice. Students are to gain experience regarding complex problems in practice, and their independent judgment regarding the feasibility of theoretical concepts is to be promoted by familiarizing them with activities and procedures that are typical for their profession. In addition, contact with the future professional world will facilitate the students' transition as university graduates into professional life. Moreover, the internship promotes the development of the personality as well as of key qualifications in the areas of social competence and teamwork.

2 Parties involved in the internship

2.1 Students

Students enrolled in the Master's program Transportation Economics at Technische Universität Dresden.

2.2 Institutions hosting the internship

Training institutions for students of transportation economics are preferably

- Businesses and companies in the private sector,
- Public companies and administrations,
- Chambers, clubs, associations, politics and policy consultants,
- National and international organizations as well as other organizations, and
- Research and teaching institutions,

each having a connection to mobility, transport, logistics and data analysis.

2.3 "Friedrich List" Faculty of Transport and Traffic Sciences

In fulfillment of their assigned duties, the following actors are involved in the preparation, realization and completion of the internship on the part of Technische Universität Dresden, "Friedrich List" Faculty of Transport and Traffic Sciences

- the Internship Co-ordinator
- the Examination Board of the Master's degree program Transportation Economics

3 Duration of the internship

The internship (§ 7 Study Regulations) is a non-university internship. It comprises at least 11 weeks of practical work experience, preferably in the third semester. The internship can also run for a longer period. The weekly working hours should correspond to the normal working hours at the hosting institution, but should not be less than 20 working hours per week.

4 Requirements to start the internship

For a description of the module VW-TEc-MA-BP "Vocational Internship", please refer to Annex 2 of the study regulations of the Master's program Transportation Economics. According to these regulations, knowledge from the five compulsory modules is required in order to take this module.

5 Choice of the internship - internship contract

Students generally look for their internship place themselves. For this purpose, they can take advantage e.g. of the "Internship Exchanges" (*Praktikantenbörsen*).

Students who have not found an internship despite their own efforts (with proof) may request the assistance of the Internship Co-ordinator in order to find an internship. However, there is no entitlement to the allocation of an internship.

Prior to the start of an internship, the intern and the internship institution should sign a written **internship contract**. For this contract under private law to be effective, there is no need to observe any particular form. A recommendation for the contract design (sample contract) is available from the Internship Co-ordinator.

6 Training content of the internship

The content of the internship is the application of transportation and economic knowledge into professional practice as well as becoming acquainted with specific requirements in the profession. The aim is for students to acquire the ability to work out practical solution options, taking into account the knowledge they have acquired during their studies. In addition, it is recommended to gain knowledge in the internship about:

- Organizational structures and organization of the division of labor
- Handling of process-integrated information/information flows
- General organizational work, in particular handling organizational tools and procedures

7 Proof of the internship

After completing the internship, the student must submit an internship report regarding the practical work experience of at least four pages and a detailed letter of reference (*qualifiziertes Arbeitszeugnis*) from the hosting institution (original and copy).

The internship report must contain a description of the essential training content in the various areas of the internship activity to provide an overview. The head of the respective department/unit must review the internship report for factual accuracy and sign it. The signature is also intended to ensure sufficient confidentiality of internal organizational information with regard to the contents described in the report.

8 Involvement of the Internship Co-ordinator

The Internship Co-ordinator advises the students in preparation for the internship

- regarding the choice of the internship institution or position
- on questions concerning the content of the internship contract, in particular with regard to the suitability of the intended activities to support the training in the Master's program Transportation Economics.

The Internship Co-ordinator is responsible for documentation and other official record keeping as well as for instructions, approvals, etc. The Co-ordinator is the supervisor of all students who complete an internship pursuant to the study regulations for the Master's degree program Transportation Economics. The Internship Co-ordinator is authorized to participate in negotiations regarding the intern's insurance coverage (health insurance, work-related accidents, etc.).

Furthermore, they are authorized to issue written certificates of completed internships or parts thereof at the request of the student in the event of a change of the degree program or university. In all cases relevant to examinations, they cooperate with the Examination Board and the Examination Office.

Address of the internship facility

Name:
Street:
Postal code, place:
Tel.:

Letter of reference

Mr/Ms (Last name) (First name) (Date of birth)

has done an internship from..... to
for practical training as part of their university studies as follows:

Type of activity	Weeks
.....
.....
.....
.....
total of

The regular working hours were: hours

Days of absence during the internship:
of which: days leave
..... days illness
..... days of absence for other reasons

Comments on performance and behavior (*Assessment of the intern's performance and social behavior; use reverse side if necessary*):

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

..... (Place) (Date)
..... (Signature) (Stamp)