

INTERNSHIP GUIDE FOR STUDENTS FROM MEDIA ART AND DESIGN (M.F.A)

(Prüfungsversionen (PV) 29)

An internship (Praktikum) may be included as part of the core studies of students on the Media Art and Design Master's Programme. Students receive a graded certificate (Internship document, see page 2) of 30 credit points (CP). The 30 credits consist of work-based activities and experiences for 18 CP, written documentation of the internship for 6 CP and several consultations/conferences with a final presentation also for 6 CP.

An internship has the following conditions:

- ... _ 12 weeks of 40 hours (full-time) employment.
- _ The internship can be divided into a maximum of two parts when it seems beneficial.
- _ Includes independent creative activity.
- _ There are no content requirements.
- _ The internship can be completed in a variety of media/ fields:
- _ TV or film production, radio or TV departments, web design, interface design, graphic design, sound design, project development and management, etc.

Procedure:

- _ Individuals search for an internship with the help of forums, tutors, Personal contacts etc.
- _ A consultation with chosen supervisor (all teachers of the course Media Art and Design)
- _ A discussion of the contractual terms and contents with the supervisor
- _ Delivery of the internship document (page 2) to the supervisor before starting the internship
- _ A verbal consultation with the supervisor halfway into the internship.
- _ Certificate of the internship (this is not specifically required by the university or used for the assessment)
- _ Hand in documentation and provide a presentation for the supervisor (please schedule an appointment in advance for the presentation with the supervisor)
- ... _ The grading and acknowledgment of the documentation and presentation by the supervisor and person responsible for the course.
- _ The internship document is later needed for registration for the thesis as proof of performance (30 CP).

Information concerning the documentation and presentation:

- _ The documentation and presentation should show the content and form of the internship, the tasks of the intern and work samples within the internship framework.
- _ Tasks and also paid results of the internship must be clearly shown.

INTERNSHIP DOCUMENT

FOR THE MASTER'S DEGREE COURSE IN MEDIA ART AND DESIGN (MAD)

(Prüfungsversionen (PV) 29)

1. Personal Details

Surname, First name _____
Street _____
Postal code, City _____
Matriculation Nr _____ Phone Nr _____
E-Mail _____

2. Internship Company Information

Company _____
Contact Person _____
Street _____
Postal code, City _____
Phone Nr _____ Website _____
E-Mail _____

3. Information about the Internship

Supervisor _____
Timescale from _____ to _____

4. Recognition

The internship replaced:

- A project module (18 credits)
- A 'fachmodule' (6 credits)
- A 'fachmodule' (6 credits)

5. Grade

Professional experience	_____	(18 LP)
Documentation	_____	(6 LP)
Presentation	_____	(6 LP)

6. Confirmation

Date _____ Signature of the Supervisor _____