

Sample weekly overview and documents to be submitted (pg. 1/3)

Weekly Overview (example)

Wochentag/Datum	Tätigkeiten	Hours	Total Hours
Monday, 04.11.2020	<ul style="list-style-type: none"> ▪ Theory: welding of metals ▪ Practice WIG/MAG welding of metal components ▪ Test welding for suitable settings of tension and wire feed speed 	2	7
		2	
		3	
Tuesday, 05.11.2020	<ul style="list-style-type: none"> ▪ Double T-joints welded with electrode E7006/RR6/RR12 ▪ arc welding: should be as uniform and steady as possible 	3	7
		4	
Wednesday, 06.11.2020	<ul style="list-style-type: none"> ▪ Theory: Welding corner seams ▪ MAG welding: fillet welds, corner welds, Practice arc welding on T-joints 	4	7
		3	
Thursday, 07.11.2020	<ul style="list-style-type: none"> ▪ Welding I-seams ▪ Stapling and aligning parts to be joined ▪ Flame welding of parts 	2	7
		2	
		3	
Friday, 08.11.2020	<ul style="list-style-type: none"> ▪ LHS rising (in vertical position) ▪ MAG Welding: simple beads in tub position; Observe inclination of torch nozzle 	2	7
		5	
		Total	35

Sample weekly overview and documents to be submitted (pg. 2/3)

Pre-Internship

Reporting and documents to be submitted according to the internship guidelines:

- Brief **presentation of the company** (about half a page)
- **Weekly Overview** in the format of a table, containing the activities performed daily in abbreviated form and the amount of time spent on them. (see example above)
- **Declaration**, that the weekly report was personally written by the student and read plus checked by the supervisor. Signed and stamped by the supervisor.
- These documents must be submitted in **digital form** in two separate pdf files to **TUconnect-Portal** --> **“Praktikum Online”** (therefore you need access authorization which will be given to you ahead of your study start):
 1. **WeeklyOverview+CompanyPresentation.pdf** (direct conversion to pdf, **not scanned**)
 2. **InternshipCertificate+Declaration.pdf** (one PDF-file, scanned) Company documents on company paper!
- The original **internship certificate** is kept with you and can be shown to the SERVICEteam if requested at any time.
- **Deadline of document upload** is **1st November** (study start in winter semester) or **2nd May** (study start in summer semester)
- **After deferral:** Deadline until the end of fourth semester and no later than 6 months after finishing the internship. Registration on **TUconnect-Portal** --> **“Praktikum Online”** in advance is required.

Detailed information can be found in the **internship guidelines** on the Homepage from the Faculty of Mechanical Engineering :

www.tu-braunschweig.de/en/fmb/students/internship

Sample weekly overview and documents to be submitted (pg. 3/3)

Engineering Internship

Reporting and documents to be submitted according to the internship guidelines:

- Brief **presentation of company** (about half a page)
- **Weekly Overview** in the format of a table, containing the activities performed daily in abbreviated form and the amount of time spent on them. (see example)
- **Activity report** of at least one DIN A4 page per week (Arial, font size 12, single space, 25mm margins) Sketches, drawings, tables and photos do not count.
- **Declaration**, that the reporting was personally written by the student and read + checked by the supervisor. Signed and stamped by the supervisor.
- These documents must be submitted in digital form to **TUconnect-Portal** --> **“Praktikum Online”** (three separate pdf-files):
 1. **ActivityReport.pdf** (direct conversion to pdf, **not scanned**)
 2. **WeeklyOverview+CompanyPresentation.pdf** (direct conversion to pdf, **not scanned**)
 3. **InternshipCertificate+Declaration.pdf** (one PDF-file, scanned) Company documents on company paper!
- The original **internship certificate** is kept with you and can be shown to the SERVICEteam if requested at any time.
- **Deadline of document upload:** no later than 6 months after finishing the internship.

Detailed information can be found in the **internship guidelines** on the Homepage from the Faculty of Mechanical Engineering :

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