



Bergische Universität Wuppertal,
Prof. Gert Trauernicht, Gaußstr. 20, 42119 Wuppertal

Prof. Gert Trauernicht
Chairperson Examinations Board

School of Art and Design
Industrial Design
Gaußstr. 20, 42119 Wuppertal

Internship agreement between

.....
Name/Company

.....
Student

Estimated duration of the internship
from until

RAUM I.16.39
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FAX +49 (0)202 439 5755
MAIL trauernicht@uni-wuppertal.de
WWW uwid.de

Date

Internship agreement, University of Wuppertal Industrial Design Program (UWID)

Dear Madam, dear Sir,

We are very happy that you are prepared to offer one of our Industrial Design students the opportunity to develop and enhance their practical ID skills in your company, and sincerely thank you for your generous response to our request. The intention of this letter is to simplify the administrative processes for you, and to ensure problem-free recognition of the internship on the part of the university. We therefore list below a number of points that regularly require clarification.

Confirmation of receipt of this letter

Our students are required to have this letter countersigned before accepting an internship offer. This enables the Examinations Board to ensure that the quality and conditions demanded by degree regulations are met. The letter should be countersigned by your internship officer or tutor and a copy returned (by post or personally by the intern) to the address given above.

Confirmation of mandatory status of the internship

We confirm herewith that the internship in question is a mandatory part of the UWID degree program.

Period of internship

Obligatory the internship has a 4 months duration; it is desired to extend the internship activities to an overall period of 6 months. Students may have up to 10 vacation days within half a year.

Internship portfolio

Our student interns are required by examination regulations to submit a design concept or study for their portfolio. This can, but need not necessarily, be prepared in the context of their work within your organization. We would, however, like to ask you to supervise the preparation of such a portfolio piece, so that the student can submit it after completing their internship. The design study will be evaluated by the university as an item in the student's overall assessment, but we also expressly welcome an independent evaluation on your part. The portfolio piece is, of course, available to you for use in your own communications material.

Internship content

Our BA students generally have excellent manual skills and knowledge of processes. We see the internship as providing opportunities for the enhancement of practical ID knowledge and skills, including research and concept development activities, 2D and 3D visualization, design development, model construction, and the preparation and delivery of presentations etc. In general terms, the internship should offer a sound cross-section of an industrial designer's everyday activities. Purely assistant or auxiliary activities, on the other hand, are not regarded as appropriate for an intern in their seventh semester.

Confirmation of internship

Confirmation of the internship should include the following information:

- name and address of the intern
- name of the internship officer or tutor in your organization
- duration of the internship
- a general list of activities to be completed, without customer or project details etc.

Certificate of internship with quality assessment

The internship certificate should be completed independently of the confirmation of internship. UW does not prescribe a specific form for the certificate of internship, but in terms of quality assessment and control we expressly welcome a constructive critique of our program in general, as well as of the individual abilities and capabilities of our student interns. Please address your feedback to Mrs Klunk: klunk@uni-wuppertal.de

Electronic storage of your contact data

BUW's School of Industrial Design maintains a database containing contact names and addresses (postal and e-mail) as well as general details about the industry, sector and special focus of individual enterprises. Our students use this database when looking for a company or other organization in which to apply for an internship. And every six months we send all organizations listed in the database a confidential information brochure introducing our final year students with a view to arranging an internship.

Your counter-signature on this letter is deemed to signify your consent to the storing of the data mentioned above. Should you not wish to give such consent, please indicate this by marking the check box below. Your consent can be withdrawn at any time by sending an e-mail to that effect to klunk@uni-wuppertal.de

No, I do not consent to your storing my contact data for internship applications. Please remove my entry from the UWID internship database.

We wish you every success with the internship and thank you once again for your cooperation with UWID.

Sincerely



Prof. Gert Trauernicht

I have read this internship agreement and agree to the framework terms and conditions for accepting a UWID intern.

Name, Signature, Company etc. stamp