

FACULTY 09 - AGRICULTURAL SCIENCES, NUTRITIONAL SCIENCES, AND
ENVIRONMENTAL MANAGEMENT

INTERNSHIP GUIDELINE

INTERNSHIP GUIDELINE FOR THE DEGREE PROGRAMMES TRANSITION MANAGEMENT, INSECT BIOTECHNOLOGY AND BIORESOURCES AND AGROBIOTECHNOLOGY

In this guide you will find all information you need to complete an internship during your studies at Justus Liebig University Faculty 09 and get it recognized as a module.

In the degree programmes Transition Management, Insect Biotechnology and Bioresources and Agrobiotechnology the internship is a very important component for starting a successful career.

BENEFITS OF AN INTERNSHIP

With each application you will gain more experience with the entire application procedure and learn how to present yourself.

Application experience

You will gain initial professional experience while you are still studying . This is extremely valuable for your future career.

Professional experience

During the internship, you will be able to discover your strengths and work on your weaknesses.

Strengths and weaknesses

The internship helps to explore new areas of specialization influencing your studies and making it easier to enter the world job market later.

Knowledge of job profiles

During your internship you establish contacts with potential employers.

Contacts to potential employers

University graduates with a completed internship are very often preferred to other applicants.

Highly appreciated by employers

During the internship you may find an interesting topic for your thesis which can be written later in cooperation with a company. Please note that you are not allowed to start your thesis during the internship.

Writing a thesis in a company

The internship will not be graded and will not change the final grade.

Internships are not graded

The internship module counts 12 CPs and is equivalent to two profile modules. Thus, students can choose between doing an internship or taking two profile modules.

*The internship counts as
two modules*

OUTLINE

An internship can be completed in all Bachelor and Master degree programmes of the Faculty 09. The entire internship procedure for Bachelor and Master students is the same.

The internship module is credited with 12 CP and counts as two modules. If you do not want to do an internship you need to take two profile modules instead¹. In case you want to complete your internship (MP 196) and the Master Thesis in the same company, this has to take place in succession. It is not possible to complete an internship (MP 196) and write and register the master thesis in the same company at the same time.

*The Internship is a profile module
with 12 Credits*

The module code for the degree programmes Transition Management, Insect Biotechnology and Bioresources and Agrobiotechnology (start of studies WS 2022/23) is MP-196. The internship module can only be chosen once in a degree programme. The registration for MP-196 is not possible via FlexNow but is done by the internship office after your company has been accepted by the internship office.

THE REGISTRATION PROCEDURE

The registration for MP-196 takes place via the internship office. Students cannot register themselves in FlexNow for MP-196 as this module is not listed in FlexNow or StudIP.

The internship must be completed independently of any other module and the thesis. Please make sure that your profile module plan still has two open slots for your internship as it counts 12 CP, which is the same as two modules. It is also possible to complete an internship as an additional module. It will then be certified with a supplementary certificate.

*Registration in FlexNow is done
by the internship office*

After finding a placement, please submit the form *approval of the internship* to the internship office. This has to be done before starting the internship. An application for recognition of the internship afterwards might not be successful if the company does not meet the requirements of the study programmes. If the planned internship fulfils the requirements, the internship office issues a certificate stating that the internship is part of your degree programme. This certificate is usually requested by the German companies and certifies that the student is exempted from the compulsory social insurance as the internship is part of the university degree programme.

Please use the form *approval of the internship* in the link below
www.uni-giessen.de/f09/internship

¹ Students of the M.Sc. Agrobiotechnology who started their studies before the winter semester 2022/23 have to do the Industrial Internship as a core module (MK-019). They cannot choose two profile modules instead. You can find further information about MK-019 on the faculty09 website: www.uni-giessen.de/faculties/f09/studies/internship/mk-019

DURATION OF THE INTERNSHIP

The internship duration should be at least nine weeks with a working time of 40 hours per week (full-time employment) Hence, the module covers at minimum 360 h in total and is credited with 12 CP. It is also possible to do longer internships.

The internship can also be done in a part-time position. In this case, the entire internship period has to be extended until the 360 h are completed. Missing hours for any reason including illness have to be made up for as soon as possible.

If you want to do your internship in different companies you may choose at maximum two companies and divide the internship period between them. One internship period has to last four weeks at least.

*360 h is the minimum duration
for an internship*

At max two companies

INTERNSHIP REPORT AND CERTIFICATE

After the internship has ended, an internship report has to be submitted to the internship office. The internship report has to be submitted together with a form certified by the respective company. As the internship is supervised by the company there is no professor for supervision necessary.

You can find the internship form and the template of the internship report on: www.uni-giessen.de/f09/internship

*Report on the tasks,
activities, knowledge and
skills acquired*

1. The form for the completed internship has to be signed by the company. Alternatively, you can hand in a qualified internship certificate together with the internship contract
2. The internship report (5000-6000 characters, hardcopy or digital) should include information on the tasks, activities, acquired knowledge, and should describe the relevance for your studies. The company must sign the internship report as a proof that the information in the report is correct.

EVALUATION AND FLEXNOW

When all documents are complete and have been verified by the internship office, the module will be recorded as *passed* in FlexNow by the internship office. Since no grade will be awarded for the internship module the final grade of the degree programme will not change.

No grade for the internship

HOW TO FIND A WORK PLACEMENT

If you are looking for a work placement, you should first consider what direction you want your career to take. A work placement allows you to try out interests,

*What are your personal interests,
skills and knowledge?*

FINDING A COMPANY

Search platforms:

Please check the faculty website:

www.uni-giessen.de/f09/internship/search

Study deanery:

General counselling

studies@fb09.uni-giessen.de

Internship office:

The internship office provides a list of companies that offer places for internships. The list will be sent to you upon demand. Please write to

anita.volk@fb09.uni-giessen.de

Please indicate your course of studies and the focus of your search when requesting the list (regional and content-wise).

skills and knowledge from your degree programme in practice. Once you have determined your aims, the professional fields you want to work in will usually also be clear. Then you can browse the job exchanges. Internships in public institutions and research institutions other than JLU are also possible. Please make sure that the internship office has accepted the company before starting the internship. Regarding payment for an internship there are various regulations. The best idea is to clarify this in direct contact with the company.

The potential areas of work for graduates are not reduced to a specific definition allowing to search for an internship within a great variety of branches and companies. The internship should focus on improving of demanding job skills like problem solving, organizational skills, communication and team skills, innovative capability, and increasing an independent attitude to work and flexibility.

Employers could be agricultural companies, producers and trade associations, research organisations, consultancies, trade and industrial companies (seeds and fertiliser, crop protection), development services and international organisations, companies or organisations with an environmental focus, e.g. water or waste, national or international authorities and associations, insurance companies and banks, companies in the producing sector, organisations for education or marketing, or information technology companies.

For graduates of Insect Biotechnology and Bioresources e.g. the areas of biomedicine, pharmacy, nutritional and biotechnology and the health care sector may be of interest.

*There exists a wide range
of possible employers*

Internship "at home"

INTERNSHIP ABROAD

It is possible to complete the internship abroad. You may even try to find a placement in your home country. For recognition, the same regulations as for internships in Germany apply. The company has to be accepted by the internship office, and a final report has to be submitted.

HOW TO APPLY?

It is important to contact the company directly before applying. A quick phone call to the specialist or HR department can answer important questions: In what areas are work placements available? How do I apply? What can I expect from the internship? Then you can better work on your application and gain contacts.

A phone call is worth the effort

In Germany, the application documents usually include:

- an individual cover letter
- a Curriculum Vitae
- school and university certificates
- employer references.

The employment agency Giessen offers various workshops all around the application procedure in cooperation with Justus Liebig University Giessen. Please check the announcements for the next courses on the website of the ZfbK (Centre for job specific skills) <https://www.uni-giessen.de/fbz/zentren/zfbk/career/international/english>

Additional information on applications is given on the [website www.uni-giessen.de/careerinternational/en](http://www.uni-giessen.de/careerinternational/en)

GERMAN LANGUAGE

We greatly encourage all students to make the effort of studying German up to a level of sound every-day life communication, which is level B1. Then the chances of getting a placement in a company increase significantly. As it usually takes some time to learn a language you are well-advised if you include your German studies into your study schedule right from the first semester on.

Take your chance to learn a new language

WORKSHOPS

STUBE Hessen is a development-oriented education program for students from Africa, Asia and Latin America studying in Hesse. They offer seminars, academies and workshops, promote work experience schemes in Africa, Asia and Latin America and support students in organising of public events in their cities.

www.stube-hessen.de

Preparing your start into the working life.

JUSTUS-LIEBIG-UNIVERSITÄT GIEßEN
STUDY DEANERY FACULTY 09
BISMARCKSTRASSE 24
35390 GIEßEN