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# Guided Industrial Project Handbook

## for the B.Sc. Program in Industrial Engineering and Management

Production and Logistics Networks  
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## Introduction

At Jacobs University, practical work experience is a required and valuable element of the bachelor education of every student. Therefore, practical experience is an integral part of all bachelor programs. Industrial Projects provide students the opportunity to apply academic concepts in practice and to explore possible future fields of work. Aim of the guided industrial project within the international logistics study program is the application of theoretical knowledge in the practical context of a company and thereby broadening it. In order to develop an understanding of the organizational interrelations within a company, students have to get involved in operational tasks that have to be fulfilled day-to-day.

## 1 General Information

Please make sure to meet the following deadlines for any internship carried out in **2015**. An explanation for each document will be provided in the following chapters.

### 1.1 Deadlines before internship

#### Internship Approval Form

**01.07.2015:** electronically to the CSC **and** [m.bruening@jacobs-university.de](mailto:m.bruening@jacobs-university.de)  
The name of your document should be like this "IAF-year-lastname".

#### Financial Service Form

**01.07.2015:** electronically to [n.trey@jacobs-university.de](mailto:n.trey@jacobs-university.de) **and** [m.bruening@jacobs-university.de](mailto:m.bruening@jacobs-university.de)

#### Internship Status Form

**01.07.2015:** electronically

### 1.2 Deadlines after internship

#### Internship Report

**01.02.2016:** electronically to the CSC **and** [e.rosca@jacobs-university.de](mailto:e.rosca@jacobs-university.de). The name of your document should be like this "IR-year-lastname".

## 2. Industrial Project Preparation Phase

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### Internship Certificate

**01.02.2016:** electronically to the CSC **and** e.rosca@jacobs-university.de. The name of your document should be like this "IC-year-lastname".

### Internship Poster

**01.02.2016:** Electronically to e.rosca@jacobs-university.de. You will receive feedback for your poster and one week after you are supposed to hand in the printed poster to Eugenia Rosca in South Hall. The name of your document should be like this "IP-year-lastname".

The internship day will take place on February 17th, 2016.

## 1.3 Contact Information

More information to successfully pass the course can be found on the website of the Career Service Center (CSC) and on the ILME Program page.

- <http://www.jacobs-university.de/career-services>
- [iem-program.user@jacobs-university.de](mailto:iem-program.user@jacobs-university.de)

In case you have additional questions, please contact Marie Bruening (m.bruening@jacobs-university.de) or Eugenia Rosca (e.rosca@jacobs-university.de), the research associates responsible for the course.

## 2 Industrial Project Preparation Phase

### 2.1 Application Process

The students are expected to arrange the Industrial Projects themselves. The university offers support via the Career Service Center (CSC) for the selection of suitable companies and to write applications.

### 2.2 Companies

The Industrial Project can take place in any company worldwide, as long as the position of the intern is related to a logistical task. The Industrial Project cannot take place in any university institution or companies owned or managed by the student or a family member.

### 3. During the Internship Project

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#### 2.3 Project Requirements

The industrial project has to deal with a logistical issue, related to the field of engineering or to the field of management. More specific this can be any function involved in planning, control, realization and monitoring of all internal and network-wide material-, part- and product flow including the necessary information flow. These functions can be located at any process, be it purchases, production, distribution, after sales, redistribution, recycling or disposal. The student should equally spend time on day-to-day tasks that occur in the department he/she is assigned to and on a long term task (project). The student should plan and conduct the project by herself/himself, but with support of her/his supervisor within the company and colleagues.

#### 2.4 Required Documents

In order to be allowed to start with the internship, the student need to fill out the following three documents:

**Internship Approval Form** The students have to fill out the Logistics Internship Approval Form and have it signed by one of the professors of the IEM program. Afterward, the form needs to be submitted to Marie Bruening (South Hall Room 209), or as a scanned copy to [m.bruening@jacobs-university.de](mailto:m.bruening@jacobs-university.de).

**Financial Service Form** The financial service form needs to be filled out by the student and submitted to both [n.trey@jacobs-university.de](mailto:n.trey@jacobs-university.de) and [m.bruening@jacobs-university.de](mailto:m.bruening@jacobs-university.de).

**CSC Internship Status Form** The CSC internship status form needs to be filled out online at: <https://www.jacobs-university.de/career-services/internship/form>

### 3 During the Internship Project

#### 3.1 Duration

The Industrial Project has to be a full-time employment (approx. 35-40 hours per week) over a minimum of 16 weeks in total. It can be split into two periods of 8 weeks in two different companies. It cannot be split into shorter periods. For the

## 4. Post Internship Project Phase

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specific requirements in case the internship is split, please refer to section 4.3. In case of illness the student has to extend the Industrial Project in order to rework the times absent.

### 3.2 Responsibility of the Intern and Guidance by the University

Due to the fact, that the Industrial Project is most likely the student's first working assignment for a longer period, the student benefits from an academic support if needed. Nevertheless the student is responsible for the success of the industrial project.

### 3.3 Certificate

The supervisor of the student within the company has to provide a certificate that includes the following issues:

- name and contact information of company and supervisor
- personal data of the intern
- duration of employment
- detailed job description
- evaluation of performance
- evaluation of behavior

**Since processes in large companies sometimes take longer than expected, make sure to request the certificate early enough to meet the deadline!**

## 4 Post Internship Project Phase

### 4.1 Industrial Project Report

The requirements and the guidelines for the industrial project report could be found on the website of the Career Services Center following the link: <http://www.jacobs-university.de/career-services/internship>.

## 4.2 Presentation of the Results of the Guided Industrial Project

After finishing the Industrial Project the students have to design a poster illustrating the task(s) and the result(s) of their guided industrial project(s). The posters will be presented and explained to the international logistics students of the same class and the others as well, in a small exhibition at the internship day. The poster should be in A1-portrait format. The student is encouraged to come up with his own way of structuring the content of the poster. The following bullet points are just a hint which topics should be covered:

- presentation of the problem
- goal of the project
- approach of solution finding
- summary of the result
- reflection and outlook

The student is responsible to respect the confidentiality of the presented information. In any case of doubt the student should let the supervisor within the company confirm the harmlessness of the published information. The poster should also contain the following information, written in the headline of the poster:

- first and family name
- major
- class of 20XX
- company's name
- city, country
- department
- supervisor's name and position
- industrial project dates (fromto)

An example of a poster layout can be found at the end of the guidelines.

#### 4. Post Internship Project Phase

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### 4.3 Requirements for Splitting the Internship

Issues regarding the duration are already explained in section 3.1. In case you have split the internship you need to make sure that all documents required for passing the course need to be handed in for **each** internship. The poster needs to be presented at the next upcoming internship day. When the internship is split over two years, this results in the participation of two internship days. Each internship will be evaluated individually and the course is only passed when all requirements in both cases are fulfilled.

### 4.4 Final Approval of the Industrial Project

The Industrial Project will only be passed when **all** of the following steps are fulfilled:

- handing in the approval form
- handing in the CSC internship status form
- handing in the financial service form
- passing the internship report
- handing in the certificate
- passing the poster presentation at the internship day



A. Poster Template

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## A Poster Template

**Guided Industrial Project**

<small>Students Name Major Class of</small>	<small>Company's name City, Country Department Supervisor's name and position Internship dates</small>	<b>Logo of Company</b>	<b>Title</b>
<b>Subtitle</b>			

<b>Problem</b>	<b>Goal</b>
<b>Approach</b>	
<b>Result</b>	
<b>Reflection</b>	<b>Outlook</b>

Academic Advisor


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Figure 1: Example of a possible poster layout