

Internship

Business Economics (BA, MA, Dual)
Human Computer Interaction (HCI)

Bachelor Business Informatics und Master Business Informatics & HCI:

Time frame and Place
(for more information see
internship regulation (§3))

At least 6 weeks at a time in a company or (foreign) Research Institute.
BA students complete their internship in Germany exclusively.
MA students must do their internship abroad, if they choose a research institute.
For all study programs the duration of 6 weeks is mandatory. Periods beyond that are voluntary.
Confirmations about the mandatory period of the internship may be requested by your Academic Advisor, if requested by the company or research institute.

**Accountability by Start of the
internship (for more
information see internship
regulation (§4 und 6))**

The students are responsible for compliance with the internship regulations themselves.
Internships won't be provided by the University and its staff members.
After acquiring the internship, please contact your Academic Advisor per Email or during consultation hours for an internship interview (time and place: https://www.wiwi.uni-siegen.de/dekanat/studium/academic_advisor.html)
The internship interview serves the content recognition of the internship requirements.
Please verbalise a rough overview of the contents of your activities to ensure subsequent recognition.
The internship does not have to be registered in Unisono. Registration and recognition is handled through your Academic Advisor, the Dean of your Faculty and your examination office.

**Crediting of work experience,
vocational trainings and
former internships**

If you have completed a relevant vocational training (not pure school type), a part-time job related to the field of HCI or Business Informatics or other 6-week fulltime internships in a study-related context without former recognition in your undergraduate studies, you can assert this.
An internship report is still to be made about this activity (more details see below).

Reference of internship
(for more information see
internship regulation (§7))

The internship certificate is provided by the company or the (foreign) research institute in which the internship was completed. In this internship certificate type, content and duration must be carried out. The internship certificate should also include statements about the success of the activity.

**Report of internship
(for more information see
internship regulation (§8))**

An internship report of 3-5 pages (plain text) is required.
The internship report describes the experiences from the internship and its reflections.

Front page:

Information about you (name, address, telephone, study program, semester, matriculation number),
Your official internship supervisor (Prof. Dr. Volker Wulf)
Information about the company or (foreign) research institute (name, address, contact details, supervisor).

Content:

A **brief** description of the company or (foreign) research Institute.
A **detailed** description of the activities carried out including information about instructions and care.
Detailed comments on the activities (relevance in terms of possible professional activities after graduating), the relevance referring to your studies and the organization of the internship.

**Recognition of internship
(for more information see
internship regulation (§8))**

Please submit the internship report and certificate to your Academic Advisor by email.
A follow-up interview based on the report will take place only if necessary. Your Academic Advisor will inform you about this after receiving your documents.
The recognition form will be handed out after reading these documents or after the evaluation interview for completion and signature by the student.
After that the form will be transmitted to your Dean and subsequently forwarded to the examination office.
The internship will be valued with 6 credits and without any grade in all study programs.

All information given aren't legally binding.

For more insight read our internship regulations (copy of legally binding version): <https://www.wiwi.uni-siegen.de/pruefungsamts/downloads/pruefungsordnungen/?lang=de>