

Practical Training Component – School of Design

Practical Training Semester:

Semester:	5th Semester
Duration:	minimum of 20 weeks (= 840 hours)
Total Points:	30 TPs (26 Pts for successful participation, 2 Pts for the Practical Training Seminar and 2 Pts for the final paper)

Objective:

To introduce students to the practical, everyday tasks and requirements of the workplace as it corresponds thematically and content-wise to the modules of the design program. To allow students to apply their theoretical knowledge in the workplace. To develop an understanding of on-the-job demands (i.e., clients' needs) and the ability to make the necessary adjustments with regards to concept, design and planning, and the implementation thereof. To participate in all project phases and to hone the ability to competently think through processes, procedures and problems. To practice making decisions, taking into consideration their design, technical and economic aspects. To deepen the understanding of the design process, which is an essential component of everyday life.

Practical Training Content:

Practical Training Fields:	All areas of design offered in any of the school of design modules.
Practical Training Partners:	All established companies/service providers in fields of design covered in any of the modules of the school of design.

General Guidelines:

Each practical training position has to be approved by the instructor supervising the practical training semester. A template of the approval document is available as a download on the school's website.

A contract has to be signed for each of these positions. The contract is also available for downloading from the school's homepage. Three copies of the contract need to be provided to the student, the company, and the school of design.

Order and duration of the practical training positions covering the individual areas of design can be coordinated around availability. Appropriate instruction and a meaningful succession are, of course, required. It is possible to participate in one specific, long-term project.

The practical training semester can commence and conclude during recess periods.

Academic lessons during the practical training semester can take place in instruction blocks at the beginning or the end of the semester.

Submissions/Certificates:

A selection of practical assignments, completed during the practical training, has to be submitted. The student's contributions have to be clearly identified. The type and number of samples to be submitted must be coordinated with the supervising instructor.

A short report has to be submitted describing the tasks completed during the practical training in general, as well as the practical assignment (Making Of).

The report should include:

- A description of the company/project structure and include a list of the services offered and the technology available.
- A description of the most relevant tasks either completed or observed by the student.
- Samples of the student's drawings and/or other visual representations, including a list of references (if applicable).
- Lists of guidelines, parameters, including a list of references and sources (if applicable).

The report shall be at least 3 but should not exceed 5 pages (DIN A4, portrait layout, typed, font 10, easy to review). The cover page to be included is also available as a download on the school's website.

The report will be made available to students in subsequent semesters (unless legal stipulations prohibit this) as a source of information about possible practical training positions.

The practical training report has to be submitted to the supervising instructor no later than two weeks after commencement of the following semester.

Students will give presentations during a practical training seminar, reporting about their assignments and experiences.