

“Praxistage“ are „Participation Days“: from 26th February – 13th March 2018

Our cooperation:

“Praxistage“ are a cooperation project of the Career-Services of the universities Ansbach, OTH Amberg-Weiden, Augsburg, Coburg, Hof, Evang. Hochschule Nürnberg, Kempten, Landshut, München, OTH Regensburg, Rosenheim, Würzburg-Schweinfurt and TH Nürnberg.

Students should get the possibility to establish diverse contacts to companies and gain further insight into professional practice.

Your company or organization want to be perceived as a potential employer.

Therefore, we are organizing the “Praxistage“ as a supplement to existing formats in our university such as fairs etc. and at the same time we are strengthening our region.

Your advantage as a company:

- You create a positive employer image through your involvement in the education of students
- You get direct access to students and graduates
- Your participation is free of charge

Target group:

Students of the field

- Engineering Science
- Computer Science
- Economic Science
- Social Science

Objectives:

Students should

- get to know the company and representatives on-site
- gain an insight into a typical working day
- get information about the following possibilities in your company: internship, bachelor or master thesis, job as working student, career entry
- visit up to 12 companies in 12 days.

Idea: “Praxistage“ are “Participation Days“:

Create a practical day in the stated period as practically oriented as possible.

Examples:

- Each student gets an employee of your company as tandem partner and experiences a working day: at the workplace, in the laboratory, in the meeting, at customers, at clients etc.
- Students construct a small engine or components, trying out software, practicing case studies etc.
- Students experience your company in a technical lecture or a factory tour
- You initiate a dialogue about career opportunities in your company

Suggestion: [Katalog 2017](#)

	Checklist: What you have to do:
Summary of important dates	<p>“Praxistage” 2018: Monday, 26th February – Tuesday, 13th March 2018.</p> <p>Application period: Wednesday, 6th September 2017 – Friday, 20th October 2017: Please use the form at the end of the document and send it to: praxistage@th-nuernberg.de.</p> <p>Deadline for the PDF file for our catalogue: By Thursday, 23th November 2017 at the latest. Please send it by e-mail to: praxistage@th-nuernberg.de Please note that we cannot consider any PDF’s that we receive after the deadline.</p>
<p>Step by step:</p> <p>Register between 6th September 2017 and 20th October 2017</p> <p>Set a date:</p> <p>Plan the schedule for your practical day:</p>	<p>► Please send the completed and signed registration form by e-mail to the Career-Service of the Nuremberg Institute of Technology (TH Nürnberg): praxistage@th-nuernberg.de</p> <p>► The application starts on Wednesday, 6th September 2017 and ends on Friday, 20th October 2017. Due to the holiday period, we are not fully available before the registration period. We ask for your understanding that after the end of the registration period, no more registrations will be possible.</p> <p>► You have to choose <u>one</u> date on the registration form: E.g. Monday, 26th February/ Tuesday, 27th February /Wednesday, 28th February, ...</p> <p>► The Career-Service of Nuremberg Institute of Technology keeps an overview of all the participating companies and their chosen dates for offering the practical day. If there are already too many companies competing with you in your region, we will contact you to look for another day. If your company is based on various locations or one of your subsidiary companies wants to participate too, you can organize the “Praxistag” parallel at different locations/ companies. It is important that you determine one (common) day.</p> <p>If you have any further queries please send an e-mail to: praxistage@th-nuernberg.de. We will reply as soon as possible.</p> <p>► You plan the day on the basis of your own consideration and whether it is appropriate for your working process.</p> <p>► Hint: Students appreciate to practical relevance and expertise, however advertisement led to mainly negative feedback in the past. Our Career-Service is looking forward to support you in organizing the event.</p> <p>► If this is the first time you are participating, we suggest planning for a rather small group of 2-3 students.</p>

Create an advertisement in PDF format:

File format: PDF

- ▶ Please don't hand in open files, e.g. Word documents.
- ▶ Please make sure that you select „no security“ in the „security setting“. Otherwise we can't process your PDF for our catalogue.
- ▶ If you create your file via **Adobe Photoshop**, please deactivate „maintain Photoshop Editing function“ while saving in order to minimize the size of the file.
- ▶ If you create your file via **Adobe Illustrator**, please remove the checkmark at “Receive Illustrator editing function”.
- ▶ There must not be any vector graphics with transparency effects, since this may cause display problems in the online catalogue. Please convert those elements into pixel images before exporting them.

Format and size:

- ▶ We need your file in **DIN A4 portrait format**.
- ▶ The PDF must not exceed the maximum of 2 pages per company. If your advertisement covers 2 pages, please send both pages in DIN A4 format (No DIN A3 format).
- ▶ Please respect the **exact size of 210x297 mm**. You can find this information at “File/Features/Specification”.
- ▶ Please create your file **without trim allowances**, because we only create an online catalogue
- ▶ If you set up your file in pixel dimension, we suggest a size of 1240 x 1754 px.
- ▶ Your file mustn't exceed the file size maximum of 3 MB. We suggest 150 dpi.

Image rights:

- ▶ Please make sure to use photos, images and graphics only of which you hold the image rights when designing a PDF file.
- ▶ Please note that people, pictured in images and/or their legal representatives can't assert any honorary or other claims from Nuremberg Institute of Technology or other partner Institutes because these photos were published.

Content:

- ▶ Please name your target group (students from all semesters/ graduates etc.) and the faculty or field of study you would like to reach.
- ▶ What is your schedule for the practical day?
- ▶ How do students get to your facility?
Self-organized, with travel expense refunds, with a shuttle service organized by your company, etc.?
- ▶ Please state a contact person including e-mail address or phone number for the students' registration.
- ▶ Would you like to set an application deadline?

Hint:

From experience, we know that students are often registering very late. This could collide with a defined application deadline.

Next steps are:

The catalogue will be available on the website at latest in mid-January 2018.
 ▶ [Example from last year.](#)

Promotion:

We are informing our students about the “Praxistage”:
 ▶ Central websites of all participating universities
 ▶ Website of the Career-Services displaying the whole program of all participating companies and articles
 ▶ Information to our students by e-mail
 ▶ Possibly on the Facebook websites of the universities
 ▶ Information for students through professors and other service facilities of the university
 ▶ You can link your own Facebook website or your own website in general to: www.hochschul-praxistage.de

Feedback:

Your feedback and the students’ feedback are important for us to refine the format in the future.
 You will receive two evaluation sheets right before the practical day:
 1. Evaluation sheet for students
 2. Evaluation sheet for participating companies
 Please send both evaluation sheets after your “Praxistag” to: praxistage@th-nuernberg.de

Questions?

praxistage@th-nuernberg.de

We are looking forward to your participation!

Career-Services:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Hochschule Ansbach:
Julia Spengruber • OTH Amberg-Weiden:
Dr. Carolin Wagner • Hochschule Augsburg:
Daniela Laxy • Hochschule Coburg:
Christian Erkenbrecher • Hochschule Hof:
Maria Schürer,
Maximilian Neumann • Hochschule Kempten:
Margit Stirnweis • Hochschule Landshut:
Oana-Cristina Petre | <ul style="list-style-type: none"> • Hochschule München:
Sabine Franz • Evangelische Hochschule Nürnberg:
Sabine Jost • OTH Regensburg:
Katja Meier • Hochschule Rosenheim:
Anna-Maria Zimmer • Hochschule Würzburg-Schweinfurt:
Nadja Schäfer, Stefan Hartmann • Technische Hochschule Nürnberg:
Petra Maria Petridis, Yannick Heuß |
|--|--|



Anmeldung zu den Praxistagen 2018

Ansprechpartner/in:

Name: _____

Vorname: _____

Abteilung: _____

E-Mail: _____

Telefonnummer: _____

Firmenname (Langform): _____

(Erscheint in der Firmenübersicht, bspw. Technische Hochschule Nürnberg Georg Simon Ohm)

Firmenname (Kurzform): _____

(Erscheint im Inhaltsverzeichnis, bspw. TH Nürnberg)

Unser Praxistag richtet sich an Studierende folgender Fachrichtungen:

(Diese werden bereits ab Herbst beworben)

- | | |
|--|--|
| <input type="checkbox"/> Angewandte Chemie | <input type="checkbox"/> Verfahrenstechnik |
| <input type="checkbox"/> Angewandte Mathematik u. Physik | <input type="checkbox"/> Werkstofftechnik |
| <input type="checkbox"/> Bauingenieurwesen | <input type="checkbox"/> Wirtschaftsinformatik |
| <input type="checkbox"/> Elektrotechnik, Feinwerktechnik | <input type="checkbox"/> Wirtschaftsingenieurwesen |
| <input type="checkbox"/> Informatik | <input type="checkbox"/> Wirtschaftswissenschaften |
| <input type="checkbox"/> Maschinenbau/Versorgungstechnik | |
| <input type="checkbox"/> Sozialwissenschaften | |

Sofern möglich, wäre dieser Tag für uns ideal:

(Falls der Wunschtermin nicht mehr verfügbar ist, meldet sich der Career-Service der TH Nürnberg zur Vereinbarung eines anderen Termins)

- | | | |
|---|---|---|
| <input type="checkbox"/> Mo, 26.02.2018 | <input type="checkbox"/> Fr, 02.03.2018 | <input type="checkbox"/> Do, 08.03.2018 |
| <input type="checkbox"/> Di, 27.02.2018 | <input type="checkbox"/> Mo, 05.03.2018 | <input type="checkbox"/> Fr, 09.03.2018 |
| <input type="checkbox"/> Mi, 28.02.2018 | <input type="checkbox"/> Di, 06.03.2018 | <input type="checkbox"/> Mo, 12.03.2018 |
| <input type="checkbox"/> Do, 01.03.2018 | <input type="checkbox"/> Mi, 07.03.2018 | <input type="checkbox"/> Di, 13.03.2018 |

Unser Praxistag findet in folgenden/m Regierungsbezirk/en statt:

- | | | |
|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Mittelfranken | <input type="checkbox"/> Oberfranken | <input type="checkbox"/> Unterfranken |
| <input type="checkbox"/> Niederbayern | <input type="checkbox"/> Oberpfalz | <input type="checkbox"/> Sonstiges |
| <input type="checkbox"/> Oberbayern | <input type="checkbox"/> Schwaben | (bitte eintragen) |

Datum, Stempel, Unterschrift