

# Checklist for submitting external project work (PO 2021)

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## Documents to be submitted

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- (1) „[Recognition of an external project](#)“ – completely filled out
- (2) Employment reference with details of the length of employment and the tasks performed (in German or English).
- (3) Declaration about the report:

I herewith formally declare that I, FIRST NAME LAST NAME, have written the submitted report for the recognition of the external project work of the study programme M.Sc. Aerospace Engineering (2021) independently pursuant to § 22 paragraph 7 of APB TU Darmstadt without any outside support and using only the quoted literature and other sources. I did not use any outside support except for the quoted literature and other sources mentioned in the report. I have clearly marked and separately listed in the text the literature used literally or in terms of content and all other sources I used for the preparation of this work. This also applies to sources or aids from the Internet.

*DATE, SIGNATURE*
- (4) A report that includes a description of the company and a self-reflection in digital form (in German or English): This can be a video, podcast, presentation with audio track or a written essay. At least 9 questions from the following questionnaire have to be answered. Questions 1 through 3 are compulsory.
  1. Create a brief company profile: In what company did you do your internship? What products and mechanical engineering-related services does the company offer or specialise in? What is their mission statement or company ethos? How many employees does the company have?
  2. What role do mechanical engineers have in the company and the department you were employed in?
  3. What were your responsibilities during your internship? Which tasks or activities did you particularly like or seemed particularly interesting to you?
  4. What expertise from your studies were you able to apply to your work and in what form?
  5. How could you deepen your primarily theoretical knowledge through practical work? In what ways did you notice this?
  6. What differences do you see in terms of project implementation between student projects at university and projects in the industry? How could the student project work have prepared you even better for an external project in the industry?

7. What did you learn about the organisational and social structures within the company?
8. In which areas were you able to use the interdisciplinary competences you gained during your studies and what was particularly helpful for you?
9. Did the internship change your image of what mechanical engineering is or not? In what way?
10. Which skills learned/experiences gained during the external project work do you consider helpful for your further studies?
11. How have your experiences influenced your current and further study and career planning?
12. In light of the experience you have gained, describe what kind of work you can imagine doing in a company after graduation.

Formal requirements for the report:

*Written Essay*

- at least 5 pages
- Font size 12, line spacing: single
- Max. 2 graphics/photos/images
- Signature of the student at the end of the report

*Video, Podcast, Presentation with audio track*

- Duration: 5 – 10 min

**The submission is purely digital.** Please send an email with the above-mentioned documents (as pdf files or as a video) to [praktikum@mechcenter.tu-darmstadt.de](mailto:praktikum@mechcenter.tu-darmstadt.de). If the file is too large to be sent by email, please use our [moodle-course](#). A print submission is not possible!