

Information for internship supervisor

Background: The **Bachelor study programme „Medical Biotechnology“** is taught at the Medical Faculty at the University of Rostock. **Every year 25 students** enroll in this programme. The aim of this programme is to educate students as specialists with in-depth scientific expertise and skills in the field of natural sciences as well as with knowledge of the requirements and practical application of medical care. To receive a Bachelor's degree the students have to complete several modules from the fields of natural sciences, pre-clinic (first stage of medical training), theoretical medicine and clinic (second stage of medical training).

In order to gain experience while still at University the students have to complete an internship **in a biotechnologically working enterprise/organization**. The internship is part of the Bachelor study programme and should be done between the third and sixth term in an appropriate working environment. Aim of the internship is to enable students to gain experience regarding implementation of molecular biology or biotechnology production processes for medicine as well as the associated commercial and logistic aspects.

Thus the students will get the opportunity to learn first hand, which technical and economic consequences arise from the biotechnology needs of medicine and in which direction these will continue in the near future. This will give students the motivation for their education, show them the importance and practical reality of specific modules of their study programme and guide them on matters of possible specializations. Not least, potential new employees and prospective employers can get to know each other during these internships.

Objectives of the module Internship in a biotechnologically working enterprise/organization: During their internship the students should have the opportunity to **generally get insight into two departments** of a biotechnologically working enterprise/organization. As a result of the work assigned to in each of these departments, a learning process should be stimulated and the knowledge achieved deepened. At the end of the internship, the students should be able to prepare a **protocol** of the tasks assigned to as well as to **describe** applicable **details** of the working flow in the departments assigned to.

Formal requirements: In general, students are expected to **work full day** in an **eight-week internship** in a biotechnology-oriented company/organization. Shorter internships are possible, although in this particular case the students shall be responsible, to organize and prove at least eight weeks of internship. Longer internships are only possible outside the module in question, because university regulations set a maximum of 360 working hours per module.

The Office of the Dean of Educational Affairs of the Medical Faculty maintains a **name-and-address list** of companies offering internships. As it is the student's part to organize an internship, they may use this list to contact companies for the implementation of their internship.

In addition to the existing list students can also organize a **world-wide** internship on their own **initiative**. In order for the Office of the Dean of Educational Affairs or the Examination Committee Chairman of the study programme, to assess the **general suitability** of the new **company/organization** in question, a short description of its field of activity and when possible even information in German or English regarding the product range manufactured or main topics dealt with is required **once**.

Of course, the companies/organizations are at liberty to choose the **most suitable candidate** (especially with several candidates for one internship), according to a procedure established by the company/organization.

They are also at liberty whether or not to reimburse the intern. However, the Medical Faculty recommends a positive consideration in this regard, especially when students are faced with special burdens due to travel costs or extraordinary expenditures.

Implementation of the internship: The enterprise/organization offering internships is kindly requested to **specify the topic of the internship in advance**. Students can be employed in

research and development, production and quality control, product registration, product testing, scientific customer service, but also in purchasing, accounting, sales and dispatch. **Defined tasks** are allocated to them, which are either based on the prior knowledge of the students (e.g. small research project) or are quickly learnable or tasks which are of value for the company/organization, but have not been completed due to lack of resources, all of manageable within the time frame of generally eight weeks during the semester holidays. Any assignment of tasks is possible, as long as they agree with the above mentioned aims and formal requirements of the programme and allow an objective review when finalized. During the internship **minor controls** of the students **to demonstrate the progress and result** of their work in form of short papers and presentations are also possible and may be sometimes appropriate.

The students receive an oral or written commitment for an internship and the time period agreed upon of the company/organization in question. In order to enable them beforehand to prepare for the internship the students should receive a **time and task plan** from the company/organization before the internship starts. Any information on links to introductory literature/articles etc. as well as introductory literature itself will be highly appreciated. In addition, we kindly ask for a **supervisor** to be assigned to the student right from the beginning of the internship.

The students have to document their work and their learning achievements in a **standardized record sheet** and if applicable in a separate project report. The record sheet (and report) is to be **examined and signed** by **the internship supervisor** within two weeks after completion of the internship. If necessary, the record sheet should be discussed with the student.

The supervisor is also kindly asked to **complete** the enclosed **form of the students internship performance evaluation** and **send** it together with the approved record sheet to the

Universitätsmedizin Rostock
Studiendekanat
E.-Heydemann-Str. 8
D - 18057 Rostock
GERMANY

For further questions the **Office of Educational Affairs** can be contacted via phone 0049 – 381 – 4 94 50 23) or E-Mail studiendekanat@med.uni-rostock.de Please note that precondition for acceptance of the grade awarded for Module is the completed **students internship performance evaluation**.

Thank you for your generous support of our Bachelor programme by giving our students the opportunity for an internship with your enterprise/organization.

**Students internship performance evaluation form, Bachelor Medical Biotechnology,
Medical Faculty at the University of Rostock**

Name of student:

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Born:

..... in:

Name and address of the company/organization where the internship was completed:

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Main tasks of the student:

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Name and Phone number of supervisor:

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Period of training:

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a) Grade 1-5 for the protocol (to 50% for the content or form):

b) Grade 1-5 for the technical execution of the work:

c) Grade 1-5 for the social skills and team skills:

d) Grade 1-5 for punctuality and reliability:

Rating (to 25% a to d):

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Date

Signature of supervisor/Stamp