

Appendix 5

Sample Internship Certificate

Original company letterhead

Internship Certificate

We hereby certify that

Mr./Ms. _____ *First Name Last Name*, born on _____ in _____ ,
during the period from _____ to _____ (_____ weeks)

completed an internship as part of the *Mechanical Engineering/Logistics/Industrial Engineering* program at TU Dortmund University as a university intern at our company.

The intern's weekly working hours were _____ hours per week.

Days absent during the internship period: _____ .

e.g., due to vacation, exams, illness, company holidays, or long weekends;

explicitly enter "0" if there were no days absent!

Legal holidays do not count as days absent and do not need to be made up.

The days missed were made up on _____ and _____ .

The **basic internship** was completed in the following areas of activity:

Field of Activity		Duration
GP 1	Machining Processes	2 weeks
and/or/other		

This breakdown must be specified in the basic internship! For naming conventions, see the guidelines.

If the areas of activity were not completed separately on a weekly basis, please specify the corresponding duration of the activities within each area.

The following activities were performed during the **specialized internship**:

In the specialized internship, please describe the intern's activities here in bullet points, but in sufficient detail and in your own words. Simply repeating terms listed in the guidelines as typical areas of activity and examples of tasks is insufficient.

In the specialized internship, it is not necessary to specify the time spent on individual activities.

If you have any questions regarding the internship, please contact:

Name, phone number, and email address of the contact person

Signature of the responsible person and company stamp

Handwritten or verifiable digital signature; no scanned signatures and not on a tablet