

IPS Work Experience Phase – htw support for students

Technical support

Your contact persons

Prof. Dr. Marco Günther: marco.guenther@htwsaar.de

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Guiding project progress (mandatory)

- ✓ **How?** Show the current status of your project
- ✓ **What?** Weekly status report of the team project
- ✓ **When?** Once per week

Technical exchange

- ✓ **Who?** Student teams, respective professor & Julia Spatzek
- ✓ **What?** Discussion of progress, teamwork, collaboration with the company, etc.
- ✓ **When?** By arrangement

Evaluation of the work in the team (mandatory)

- ✓ **How?** Take part Self- & Peer-Assessment
- ✓ **What?** Evaluation of team work
- ✓ **When?** Middle and end of practical phase

Consultation hours

- ✓ **What?** Personal problems, problems in the team, problems at the company, etc.
- ✓ **Who?** Anna Wetzling
- ✓ **When?** By arrangement

How are you - a short query (mandatory)

- ✓ **What?** We want you to be well.
- ✓ **How?** Short, anonymous query, online via Lime Survey
- ✓ **When?** Every two weeks

Team Update (mandatory)

- ✓ **Who?** Project Teams
- ✓ **What?** Evaluation of team work, issues, possible conflicts
- ✓ **How?** Team meeting with Study Coordinator
- ✓ **When?** Midterm and before final presentations, dates will be announced

Personal support

Your contact person

Anna Wetzling: anna.wetzling@htwsaar.de

IPS Lunch

- ✓ **How?** Casual, relaxed lunch meeting with all IPS students, coordinators and lecturers.
- ✓ **Where?** htw saar, Campus Alt-Saarbrücken
- ✓ **When?** From April 25, every two weeks on Tuesdays, 12:30 pm to 13:30 pm