Institutions for internships

The following list provides an overview about **suggestions** for internships. Internships can also be completed at other institutions.

Before contacting people from that list and sending your application, **you have to inform yourself about the institution, read about the required prerequisites** and prepare a specific cover letter.

How to write your inquiry/cover letter

- Your first inquiry and cover letter may make the difference between obtaining an interview or having your resume ignored, so it makes good sense to devote the necessary time and effort to writing inquiries/ effective cover letters

- If you are just firstly asking for a possibility via e-mail, it is important to make a good first impression:
  address a person (not only: regards), be polite
  explain context, interest and reason why you would like to receive insight

- A cover letter is often your earliest written contact with a potential employer, creating a critical first impression.

- Your cover letter should be designed specifically for each position you seek. Do not design a form letter and send it to every potential employer (you know what you do with junk mail!)

- Effective cover letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences. The letter should express a high level of interest and knowledge about the position.

- If you receive an invitation for an interview: **be on time!**

The following list shows also some e-mail addresses belong to the students, who completed the internships (column "Previous RTL student"). Be careful that this contact is not to the institution. If you have questions regarding the internship, you can contact the students.

Institutions inside TUM				
Institution	Information	Type	Contact institution	Previous RTL student
TUM ForTe	**Previous student's project:** European Venture Program (EVP) Duration: *about 2 months*	EDU	Dr. Julia Woodrow (woodrow@zv.tum.de)	
	Previous student's project: EU Office Duration: *at least 3 weeks*, longer also possible, block internship possible **Content of the internship:** • Creation of a statistical analysis of the TUM participation in the „7. Forschungsrahmenprogramm (FP7)" of the EU based on Excel project lists • Illustration and presentation of the TUM performance, e.g. for different topics, funding instruments, TUM faculties, measured by amount of projects and/or funding amount • Besides graphs for communication (e.g. website, presentations,…) a short written evaluation is expected • Communication with external parties is not required **Prerequisites:** • MS-Excel knowledge, especially regarding the creation of diagrams • An induction into the basic structures of the „7. Forschungsrahmenprogramm" and the available sources is expected • During starting time the intern will be briefed in Munich. More specific coordination with colleagues in Brussels will take place via e-mail and phone.	EDU	https://www.forte.tum.de/en/research-funding-support/international-research-funding-support/	

Institutions inside TUM				
Institution	Information	Type	Contact institution	Previous RTL student
	Previous student's department: Patents and Licenses <u>**Student 1:**</u> **Content of the internship:** • Creation and introduction of a department wiki for documentation of important information, decisions, processes, etc.; • to learn how a wiki can be created and which possibilities there are • short introduction for the whole department staff **Prerequisites:** • Basic German knowledge • practice in the handling of common computer software • independent work, pre-knowledge about the topic „Wiki" are of benefit, but not urgently needed **Time Management:** free, after consultation, asap <u>**Student 2:**</u> **Content of the internship:** • Translation of the department websites into English **Prerequisites:** • good German and English knowledge, independent work **Time Management:** • flexible scheduled, possible to split over a longer period of time	EDU	Dr. Alexander Papaderos (papaderos@zv.tum.de or patent@tum.de)	
TUM international Graduate School of Science and Engineering	**Main tasks of a previous student:** • literature research on political affairs • assist in planning and organizing a symposium • preparing presentations	EDU	Jo-Anna Küster (kuester@zv.tum.de)	

Institutions inside TUM				
Institution	Information	Type	Contact institution	Previous RTL student
Carl von Linde-Akademie	Develop an own project which is relevant for the academy, **you can only apply with an own project.**	EDU	wtg@mcts.tum.de or https://www.cvl-a.mcts.tum.de/wir-ueber-uns/mitarbeiter/	
TUMlab	TUMlab evaluation with online questionnaires (EvaSys): **SPSS skills are required**	EDU	Dr. Miriam Voß (kontakt@tumlab.de; miriam.voss@tum.de)	
TUM English Writing Center	<u>**Student 1:**</u> **Main tasks of a previous student:** • Support for English Lectures • Daily E-Mail correspondence with EWC-users • Updates of the EWCwebsite <u>**Student 2:**</u> **Main tasks of a previous student:** • Lead one-to-one consultations in English writing with TUM students • Creating handouts on a range of writing-related topics • Participating in regular meetings and training sessions • Writing posts for the EWC blog • Email correspondence with EWC users • Day-to-day upkeep and tidying of the EWC	EDU	hendren@zv.tum.de	

Institutions inside TUM				
Institution	**Information**	**Type**	**Contact institution**	**Previous RTL student**
TUM Library	**Only possible at these dates:** *start on end of June or beginning of October* **You can only apply with an own project idea/research idea:** Inform yourself about the library and develop an own project which is relevant for the library (e.g. marketing, courses, support of research (administration of data), didactics (webinars, e-learning), long term evaluation). You should choose one aspect/situation, analyze and evaluate it with a final recommendation/constructive suggestions for e.g. advertising efforts. There will be an introduction with 2-3 employees and possibilities for conversations with the institution.	EDU	Dr. Caroline Leiß (caroline.leiss@ub.tum.de)	
TUM Language Center	**Main tasks of a previous student:** • Teaching students • Administrative tasks	EDU		
TUM Media Center	**Previous student's team:** eLearning and Multimedia team **Duration:** 20 h per week for 3 months **Main tasks of a previous student:** • research acitivities (e.g., about evaluation concept of MOOCs at TUM) • Take part in the development of MOOC courses • Communicate with the two american cooperating MOOC platforms • Customer service for members of TUM MOOC courses (via e-mail) • Managing MOOC teams • Take part at European MOOCs Stakeholders Summit	EDU	https://www.mz.itsz.tum.de/en/home-media-center/ medienzentrum@tum.de	

Institutions inside TUM				
Institution	Information	Type	Contact institution	Previous RTL student
Centre for International Student Assessment (ZIB)	**Main tasks of a previous student:** • Understanding goals and processes in the PISA Germany project • Literature review on the comparison of computerbased and paperbased testing • Understanding perspectives and implications of research results on said project • Learning methodology of testing implementation and assessment procedures • Analyzing PISA data with Mplus • Writing a paper outline	EDU		
Different Departments at TUM	**For example:** • TUM Sport and Health Sciences • Munich School of Engineering (internship should be without interruption)	RES	https://www.tum.de/en/research/departments/	

Institutions inside TUM				
Institution	Information	Type	Contact institution	Previous RTL student
Different Chairs at TUM School of Education	**For example:** • Empirical education research • Informatics teaching • Life sciences teaching • Methods in Empirical Educational Research • Pedagogy of museums • Science communication • Secondary pedagogy (Gymnasium) • Sociology of science • Teacher education • Teaching and Learning with Digital Media • Teaching and learning research • Vocational education • Education science • Mathematics education • School pedagogy **Examples of student's tasks:** • Literature research • Literature categorization • Literature coding • Summarizing studies • Analyze evaluation studies	RES	https://www.edu.tum.de/en/forschung/ or https://www.edu.tum.de/en/research/professors/	Despoina.Georgiou@psy.lmu.de

Institutions inside TUM				
Institution	Information	Type	Contact institution	Previous RTL student
Munich School of Management, TUM	Duration: *at least 6 weeks* **Main tasks of a previous student:** Support two research associates in conducting their current PhD projects: • to prepare data files, process and analysis of data in SPSS • to summarize empirical findings in presentations • to collect data and support in conducting the experiments • to recruit experiment participants • to do the literature review and literature search • to support general administrative works	RES	Barbara Tasch (barbara.tasch@tum.de) http://www.wi.tum.de/en/home/	leysan.khafiatullova@gmail.com
Hochschulreferat Studium und Lehre, TUM	**Previous student's team:** Evaluation and tuition management **Main tasks of a previous student:** Development of an evaluation instrument for master RTL study conditions: • to modify the instrument • to conduct pilot study • to collect & analyze data	RES	http://www.lehren.tum.de/en/lehren-an-der-tum/team-hrsl	Sarah.reinhold@gmx.net
Electrical and Computer Engineering, TUM	**Previous student's team:** Evaluation study regarding student drop-out rates **Main tasks of a previous student:** Development and implementation of the research instrument: • Literature research • Conceptualization and operationalization • Instrument development • Analyzing and interpreting data • Translating questionnaires to English	RES		melaniehoerth@gmail.com

Institutions inside TUM				
Institution	**Information**	**Type**	**Contact institution**	**Previous RTL student**
The Heinz Nixdorf-Chair for Mathematics Education, TUM School of Education	**Previous student's team:** Research team of "Mathematics reasoning at the elementary school level - solving strategies from German and Taiwanese students" **Main tasks of a previous student:** • to translate the Taiwan students' solutions of open-ended test questions (statements of reasoning process) from Chinese back into English • to do coding on a small sample of respondents as a piloting step before whole group coding and to give suggestion in revising the coding schemes created by the project leader • to code all the Taiwanese students' answers according to schemes	RES	https://www.ma.edu.tum.de/en/startseite/	baiduanli@gmail.com

Institutions outside TUM				
Institution	**Information**	**Type**	**Contact institution**	**Previous RTL student**
Vbw (Vereinigung der bayrischen Wirtschaft e.V., Aktionsrat Bildung)	Knowledge of German language;	EDU	Dr. Christof Prechtl (Head of Department Education)	
Acatech	Duration of **8 weeks** is preferred;	EDU	Dr. Marc-Denis Weitze	
Phorms Campus Munich	Teaching background; good English language skills; basic German language skills	EDU	Look for vacancies https://phorms.de/en/careers/jobs/	Despoina.Georgiou@psy.lmu.de

Institutions outside TUM				
Institution	Information	Type	Contact institution	Previous RTL student
BayWa Foundation, Munich	**Main tasks of a previous student:** Management and conceptualization of different projects and daily business processes: • to organize the annual Gala Dinner • to prepare and write articles for the annual review journal • to design and placement adverts in newspaper • General administrative tasks	EDU		melaniehoerth@gmail.com
Philosophisch-humanwissenschaftliche Fakultät der Universität Bern	**Main tasks of a previous student:** • Collaboration with data entry • Clean data	EDU		
Airbus DS GmbH	**Main tasks of previous student:** • Creating original communication materials from the scratch such as news articles, tutorials • Scheduling training dates and registering participants • Generating excel distribution lists	EDU		
MIR e.V., the center of Russian culture in Munich	**Previous student's project:** the Children's Academy of Arts **Main tasks of previous student:** • to teach the English languauge • to assist in arrangement of the educational events • to assist in development of public relations • to support the general administration works	EDU		leysan.khafiatullova@gmail.com

Institutions outside TUM				
Institution	Information	Type	Contact institution	Previous RTL student
Division of Taipei Foreign Office in Munich	**Previous student's team:** Press Department **Main tasks of a previous student:** • to help with publication management • to organize activities	EDU		chiungfang.chang@tum.de
bfw – Berufsfort-bildungswerk GmbH Berlin	**Main tasks of a previous student:** • public relations (PR) and marketing • administrative tasks • planning an educational project	EDU		freya0107@gmx.de
Sprachschule Aktiv, Munich	**Main tasks of a previous student:** • translations • teaching	EDU		v.kozhanova@bk.ru
Training Institute of the Baha'i Community in Germany, Munich	**Main tasks of a previous student:** • coordinating the study circles in the Munich Cluster • support a teacher during his children classes about moral themes • prepare, conduct and reflect the classes • visit the children's families • take part at team meetings every 2nd week • organize and conduct a two-day-training for tutors about starting new study circles	EDU		
Wisdom Lay Private Nursery and Primary School, Douala (Cameroon)	**Main tasks of a previous student:** • to help with administrative duties • to assist the teacher in the classroom • to correct students' scripts • to interview candidates for teaching and cleaning jobs	EDU		

Institutions outside TUM				
Institution	Information	Type	Contact institution	Previous RTL student
Anxi Teachers Training Institute, China	**Previous student's project:** Level-2 Teachers Post Training Evaluation Project team **Main tasks of a previous student:** • to get familiar with the online course platform and to help develop an instrument (questionnaire) suitable for evaluating the course; • to help adapting the instrument; • to assist in organizing teachers to participate in the evaluation; • to assist in questionnaire data collection and analysis; • to help prepare results and reports for the Bureau of Education.	EDU		baiduanli@gmail.com
Sarah Wiener Stiftung, Berlin	**For German speaking students only - required skills:** • gute Deutschkenntnisse (mündlich und schriftlich) • gute bis sehr gute Statistikkenntnisse (v.a. Microsoft Excel und SPSS) • Kenntnisse in der deutschen Bildungslandschaft (politisch und strukturell) • Kenntnisse im Bereich kindlicher Entwicklung • Spaß an der Arbeit in einem bereichsübergreifenden Team • Stärke im kreativen Denken • Offenheit in der Übernahme bereichsübergreifender Aufgaben	EDU	Please contact Melanie Hörth before applying (Hoerth@sw-stiftung.de) Tel: + 49 - (0)30 - 70 71 80 231	Melanie Hörth
The New Oriental Language School, Beijing	**Previous student's project:** TOEFL iBT training department **Main tasks of a previous student:** Monitoring of lesson quality and assists in teaching: • to observe & record teaching and learning • to provide feedback • to provide class quality feedback to department manager • to tutor in students' self-study time	EDU		chencui89@gmail.com

Institutions outside TUM				
Institution	**Information**	**Type**	**Contact institution**	**Previous RTL student**
Information Technology and Design Academy (ITDA) Department at Pathlight School, Singapore	**Main tasks of a previous student:** • to conceptualize and develop IT & Design curriculum adapted to the needs of students with autism • leading the ITDA education team to integrate research based pedagogigal frameworks and approaches into classroom teaching with autism strategies • conducting professional development training for Special Education Educators in InfoComm Technology			
Staatsinstitut für Schulqualität und Bildungs-forschung (ISB), Munich	**Previous student's project:** The quality agency **Main tasks of a previous student:** • to proof read reports • to develop category scheme	EDU		sarah.reinhold@gmx.net
	Previous student's project: The quality agency: QA-1 & QA-3 **Main tasks of a previous student:** • to proof read reports • to do literature research for project • to contact participants and complete the database	EDU		schmidt.maria88@googlemail.com
	Previous student's project: The quality agency **Main tasks of a previous student:** • to analyze and categorize the qualitative and quantitative data • prepare and conduct a presentation			
	Previous student's project: Berufliche Schulen **Main tasks of a previous student:** • searching and collecting information on a specific topic • visit an exam commission	EDU		kristina_schick@yahoo.com

Institutions outside TUM				
Institution	**Information**	**Type**	**Contact institution**	**Previous RTL student**
	Main tasks of a previous student: • data analysis • graphical format of data	RES		
German Youth Institute, Munich	**Previous student's project: Professional group K1** **Main tasks of a previous student:** Involvement in project — to inspect, assess and capture the apps in database: • to attend meetings regarding problems of the apps • to attend experts interview about the apps and marketing • to do CMS-entries for the project homepage	EDU/ RES		schmidt.maria 88@googlema il.com
Research Institute of Education Science, Zhejiang	**Main tasks of a previous student:** Investigation & evaluation of project: • to attend experts meetings • to visit public lessons of the project • to interview the involved teachers • to write investigation reports	RES		dora912timo @gmail.com
Neuro-Cognitive Psychology Department, LMU	**Previous student's project:** the grouping effect of contextual cueing in 3D vision domain **Main tasks of a previous student:** • to do literature search and present results • to attend project design meetings • to assist in collecting and analyzing data • to write project report	RES		chencui89@g mail.com
ISQ – Institute for School Quality Improvement in	**Main tasks of a previous student:** • clean and prepare data for further statistical analyses • matching of datasets	RES		freya0107@g mx.de

Institutions outside TUM				
Institution	Information	Type	Contact institution	Previous RTL student
Berlin and Brandenburg	• analyses for a report • writing a report			
The Bavarian State Institute for Higher Education Research and Planning	**for German speaking students only** **Main tasks of a previous student:** • data analysis • literature review and internet research • developing a category scheme	RES		kristina_schick@yahoo.com
Internationale Forschungsstelle für Mehrsprachigkeit IFM	**Main tasks of a previous student:** • literature review • administrative tasks (including working on the website) • assistance with preparing, organizing and conduction events/seminars • writing a report	RES		v.kozhanova@bk.ru
DIPF Educational Research and Educatioal Information, Frankfurt a. Main	**Main tasks of a previous student:** • edit code in R and Java • conduct repeated measures of a latent semantic analysis of 2015 PISA written responses	RES		

Further institutions for EDUCATION:

- TUM Graduate School (inside TUM; contact Dr. Michael Klimke)
- TUM Student Advising (inside TUM; contact Andrea Kick; kick@zv.tum.de)

Further institutions for RESEARCH:

- Innovation Digital Content Research Center, Taiwan

- TUM Medical Education Center (inside TUM)   (outside TUM)
- TUM International Center (inside TUM; contact Dominik Beisser; beisser@zv.tum.de)
- Friedrich-Schiedel-Kindergarten (outside TUM)
- Trnd – Marketing Company, Munich (outside TUM)
- Sinclair Community College, USA (outside TUM)
- Adsis Foundation (outside TUM)
- International Kindergarten MULIT Lingua (outside TUM)
- Leonardo da Vinci – Deutsch-italienische Schule (outside TUM)
- EIT Health, Munich (outside TUM)
- Phythagoras Greek School (outside TUM)
- Dömer English School (Turkey)
- Show & Tell Language Institute (Korea)
- Education Department (Kosovo)