

Guidelines for the
obligatory practical training, part two
of the Technical Forestry High School (Försterschule)
4 weeks **between the second and third** grades of the three-year program

1. Legal Foundations:

The curriculum for the three-year higher vocational course in forestry at the Technical Forestry High School (Försterschule) of Bruck/Mur, in accordance with BMUKK-602.710/00003-II/4b/2007, obligates students between their second and third year complete a four-week practical training.

2. Educational aim:

The aim of the practical training is to improve and complement acquired knowledge and skills in accordance with job requirements. The students should gain their first understandings about company policies, procedures, and organisation structure. From this experience (synopsis) a student can implement what they have learned in the classroom and practical trainings in a professional setting.

This collaboration should refer to the job aspects and the processes in the enterprise which the students are assigned to. Furthermore this should involve management and planning as well as the involvement of the enterprise with outside institutions. It should also include discussions with the market, the governmental departments and public authorities, as well as other professional organisations.

3. Table of contents:

The practitioners should be confronted with the following scope of duties within the frame of the organisational facilities:

- Seedling nursery
- Crop establishment
- Tending of stocks
- Forest protection and treatment of problem areas
- Wood processing and timber grading
- Dimensions, marketing strategies, handing over and haulage of round wood
- Facilities supporting the hunting grounds and forest ranges; hunting in general
- Valuation survey for forest management and evaluation of damage
- Various paper and office work
- Participation in negotiations and meetings

4. Didactic fundamentals:

Students should be given necessary instructions and explanations beforehand. They are required to wear protective equipment and clothing. Emphasis should also be given to manual work carried out by the student. Nevertheless students should not do one-sided jobs only, but they should be given the possibility to gain an insight into as many different activities and working processes as possible.

5. Report:

5.1. Diary:

Students are required to keep a diary in which they document the daily routines (date, place of work, tutor and a detailed description of the jobs, weather and other observations). Sketches, prints, images or photographs, brochures and similar things should complement and visualize the written report. There should be a minimum of one page a day. In case the activities do not change over a certain period of time there could reports up to and including three days per page.

5.2. Practical Essays

The students have to write **three** essays in the scope of their studies with direct implications with the activities of their experience. Each essay will deal with something that the student learned while at the enterprise. The report will be checked by the school and can be referred to and used during the school lessons.

The report has to have a minimum of 4000 letters with photos/graphics and so on.

6. Organization:

Each student is assigned an enterprise with which they have to make an agreement concerning mutual obligations throughout the duration of the practical training.

The work briefings and planning are at the discretion of the manager or his respective substitute. Students are required to abide by all school rules and regulations as they complete the practical training. One may contact the principal's office or supervisory teaching staff of the Technical Forestry High School regarding any complaints.

Students are required to hand in the practical training confirmation letter and assessment report to the director of the class **by the end of the first school week of the third year (AL)**. Should students be away from their internship for more than fourteen days, the teachers' conference will determine whether the internship will be recognized (i.e. if the absences are justified, this will be considered).

7. Changeover from one enterprise to another:

An unanticipated changeover within the four weeks can only take place after the consultation and agreement of the Technical Forestry High School (Försterschule). The changeover can only be agreed to if all the requirements have been attended to.