

## **Guide for the Preparation of the Internship Report in the BA Degree Program “European Studies: Language, Literature, Culture”**

The internship report should be written on the mandatory internship, which should be at least 8 weeks long and related to the professional field.

### **Goal of the Internship Report**

The internship report serves as a reflection on your experiences in the professional field. The report should especially take into account questions such as which skills / knowledge from your studies could be found and which interdisciplinary key qualifications could be used in the internship. The internship report is about a comprehensive explanation of the study-related motivation, the intentions for the choice of the internship position, and for the choice of certain focus points of work in the internship.

In addition, the internship report should demonstrate the ability to formulate a coherent text precisely, clearly, factually and with correct use of language. The internship report must be written in German.

### **Scope, Structure and Exterior Format**

As a rule, the internship report should have a scope of about 3,000 words. Inter-company activity records, brochures, etc. do not count as a part of the report, however, can be added as an attachment.

### Formal Requirements:

- Common font types are Arial or Times New Roman (Line-spacing in text: 1.5; line-spacing for quotations: 1; font size of text and quotations: 12pt; footnotes: 10pt).
- The pages should be numbered.
- Quotations should be cited according to standard academic guidelines.
- Orthography and punctuation errors are to be avoided!

The cover page should include the following information:

- Name
- Email address
- Semester number + student registration number
- Internship position, dates of the internship
- Completion date of the report

### Table of Contents:

The internship report must be clearly structured with a table of contents listing the chapters and added appendices with page numbers.

## **Notes on the Content**

The internship and the experience there should be described in summary form. It is essential to narrow down the report to the relevant aspects and its relation to one's studies, and to leave out a detailed documentation of all activities performed. The following points should be addressed:

### Short Company Portrait:

- Information about the company/ institution (e.g. task goals, target group, size, number of employees, personnel structure, company structure, sponsor, company form, customer groups, locations, etc.).

### Course of the Internship:

- Period and duration of the internship
- Presentation of the department in which the internship took place
- Mentor, cooperation with superiors and colleagues
- Description of the activity areas, fields of application, projects, tasks
- Challenges
- Relationship of the internship contents to the studies

### Internship Evaluation:

- What is the significance of the internship for your studies? What points of connection are there?
- What did you like about it?
- What could be improved?
- Would you recommend your internship to other students of the European Studies program?

### Reflection:

Evaluation of the internship experience with regards to the relevance

- to your own further study plan
- to your own future professional focus and professional identity.

## **Attachments**

The completed internship report includes the enclosed:

- Internship confirmation from the company/ institute/ organization
- Internship certificate
- Internship questionnaire
- Declaration stating if you are prepared to present your internship to other students and if you can be available as a contact person.