

Faculty of Social Sciences

Internship Report Requirements

Purpose of the Internship Report:

The Internship Report presents an opportunity for targeted and systematic reflection on areas of activity in sociology or political science. During your internship, you will encounter typical and atypical situations in thematic areas with which you are familiar from your studies. The Internship Report should help you to systematically document and reflect on some of these experiences and to derive conclusions for the further course of your studies, and possibly also for your future professional development.

General notes on the Internship Report:

- You should please print out and submit your Internship Report together with the completed module record form to the Examination Office. You can post your report in the green letterbox in front of the Examination Office and do not have to go there specially during office hours. The Examination Office will then distribute the Internship Reports by means of random selection to persons authorised to conduct examinations.
- The Internship Report is assessed as Pass or Fail. It is not graded.
- If you have divided your internship over several host organisations, you should please write a report that incorporates the various internships. In this case, please submit a module record form for each internship.
- You should not write your report prior to the internship. However, it is recommended that you make a list of learning objectives beforehand (ideally when you are still looking for a placement), which you can consult again later when you come to reflect on your internship.
- You are free to write your report already during your internship. Reflection on your work commences with the start of your internship. The point in time that you consider expedient for writing your report is up to you.
- In the first instance, you write the Internship Report for yourself. The Internship Report should help you to reflect on your experiences during your internship. You can therefore use the Internship Report to obtain some clarity about your later career choice and to make future plans.
- You should adopt an academic approach when addressing your experiences in your Internship Report. Consulting scientific sources is therefore advisable.
- Analogous to a term paper, the Internship Report should meet all the formal and content-related criteria of an academic paper.
- The Internship Report should be at least 5-10 pages long.

Structure and contents of the Internship Report:

In general, the following explanations regarding the content of the Internship Report are intended as guidance and you are not obliged to implement them 1:1. You are the expert as far as your internship is concerned and as such can gauge best which of the following points and questions are relevant for your Internship Report.

1. Cover sheet

2. List of contents / outline
3. If applicable, lists of illustrations, abbreviations, tables
4. Presentation of the host organisation
The purpose of your initial “theoretical” engagement with your internship provider is to prepare you thoroughly for your internship. How and why did you decide on this specific internship provider? What was the deciding factor for you in this selection process? In what way are your studies related to your choice of internship provider? The description of the internship provider in the Internship Report should be supplemented during the internship itself with further information and work documents and enhanced by asking targeted questions while at the host organisation.

5. Documentation of your activities
It is not a matter here of a comprehensive documentation of all your everyday activities, but rather a description of key and important experiences and situations. Please pay particular attention to challenging situations, i.e. situations that took a typical, difficult or unfavourable course in the respective field of work; situations that you would like to deal with further or for which you would like to be prepared.

6. The theoretical part
The Internship Report should contain an academic reflection on sociological / political science aspects. You can select the topics for this reflection from the following areas, for example:

a) The theory part can treat topics that you have worked on in seminars / areas of specialisation and explored in greater depth during your internship. In this context, you should relate your experiences to the contents you have learnt so far in your studies.

b) You can also discuss a topic scientifically of which you have become aware during your internship. This does not necessarily have to be directly related to the contents of your studies so far. You can therefore also take into consideration areas of sociology / political science which you have not dealt with before, but which align well with your studies.

Please in any case ensure that you consult scientific literature to support or validate your scientific reflection.

7. Scientific reflection on your own professional qualifications as a sociologist / political scientist.

You can answer the following questions here, for example:

- Which professional qualifications have I further developed / attained through my internship?
- What have I learnt? Was I able to apply knowledge acquired theoretically during my studies? A list of learning objectives compiled before the internship will make it easier for you to check your learning progress.
- Which practical and theoretical weaknesses have I become aware of?
- Which difficulties did I have with my capability for self-perception, my professional motivation / identity, social conduct at work (tolerance, role models, clichés, etc.) and my cognitive skills (development of alternative courses of action, new methods, etc.)?
- In which areas should I undertake further training / do I need to develop further? What could I perhaps do in this context?
- Can I imagine working in this field in the future? Please state your reasons.
- Would I recommend the internship to future interns? Please state your reasons.

8. Bibliography
9. Declaration on Examinations