



Internship and Internship Report

Content

Introduction and General Remarks.....	1
Formalities Regarding the Internship.....	2
Suggested Structure and Content of Internship Report	3
Evaluation Criteria	4

Introduction and General Remarks

An internship provides an insight view and experience that is crucial to be able to orient yourself in the job market. During an internship you should get the chance to apply your theoretical knowledge to practical issues and thus deepen your knowledge. You can reflect on your aspirations and identify your strengths and weaknesses. It were great if you managed to integrate the knowledge of the History and Economics program into the internship. However, in many cases this will probably be impossible due to difficulties to get internship positions. Language requirements might especially be an issue since company archives (as one important institution for internships) in particular need interns with a good knowledge in German, for source material will be in German in most of the cases.

In general, you are asked to look for an internship yourself. We recommend to search especially in those branches where you later on want to apply for jobs. We can support your application with letters of references etc. but cannot provide positions for every individual student.

Attention: If an internship is paid below minimum wage, German companies are only allowed to employ interns if an internship is a mandatory requirement of the programme that the students are enrolled for. This is the case for our programme. However, the requirement is only for 180 working hours. We cannot give an official statement for a longer internship as some German companies might require (since they want to make use of cheap labor).

From the perspective of an optimal preparation for the job-market and further development of a professional career the internship should promote the following capabilities:

- learn to work within a hierarchical structure of the company
- learn to collaborate in a team
- develop social competences
- study and understand the organizational structure of companies and working processes
- insert academic and theoretical knowledge into production oriented processes
- apply academic knowledge to practical solutions
- writing of short papers and draft to prepare decisions within organizations
- learn how to present yourself and your knowledge outside academia

Formalities Regarding the Internship

How Long Should the Internship Be? As far as available, the internship will be at minimum 180 working-hours. However, we do recommend to work at least six weeks in the same company or organisation to become familiar with it and to be able to assume more advanced tasks. Also, you should take into account the information below regarding the timing and ECTS of your internship.

Should the Internship Be Full or Part Time? As a general rule, an internship should be done on a full time basis. If there are special circumstances requiring working part-time, the programme organizers can grant a permit upon request and evaluation of the circumstances.

Should I Do the Internship During or Between the Lecture Periods? Because the study programme requires full attendance during lecture periods, internships should be completed during the non-lecture period. An exception can be made if the course work has already been largely completed. If the time of the internship begins during the lecture period or ends after the lecture period has started, students are advised to talk to the course instructors affected by this scheduling conflict. It is furthermore possible to get a sabbatical of six month to have a longer internship.

Do I get Credits for Internships Already Completed? If you have already completed an internship and you do not want to complete another one, you can receive credit for this internship upon request. However, you will still have to take part in the preparation and follow-up (see below) and to submit an internship report to receive credit.

Where Can I Do an Internship? You are free to choose the place that best suits your interests. However, we recommend that you complete your internship in an area in which you can actually apply your knowledge. Therefore, we recommend completing your internship in either the financial sector, (economic or historical) research institutes, in the field of consulting or journalism, in internationally oriented companies, organizations, foundations, in (business or government) archives, museums, or public administrative bodies.

How Many ECTS Do I Receive? Our module handbook defines the workload of an internship as 12 ECTS (= 360 working hours). Considering 180 hours as necessary for preparation and follow-up as well as the writing of an internship report this means that you are supposed to work for the hosting organisation at least for 180 hours. So in case of a 30 hour-week your internship should have a length of at least six weeks. This length will vary depending on how many hours you work during the week. It is possible that if you should not be able to work the full amount of 180 hours in one internship to add another internship (or similar working experiences) to this. However, your internship report should be on one specific internship only.

What Do I Need To Do to Receive Credits? To receive credit points you need to complete your internship as well as take part in the seminar to prepare and follow up on the internship. The seminar will be a blocked course that is offered at least once a year. Students will be informed about this course

via e-mail and can enroll for it via CampusOnline. In the course, we intend to bring students together who have already done their internship as well as those preparing for it. Thus, ideally each student takes part in two sessions. However, to receive credit points, enrollment for a single course will suffice. Finally, you need to hand in a written report (8-10 pages). During the preparation and follow-up of the internship, you will have the opportunity to first discuss your expectations and then in what ways you were able to fulfill them during the internship. The internship report functions as a written reflection of this process as well as a report on your activities, challenges, and learning successes during the internship. There will be no grade on the report.

Suggested Structure and Content of Internship Report

The internship report should have the following structure and contain the following elements:

Title Page (University of Bayreuth, Study Programme History & Economics, Name of the company or institution hosting the internship, duration and date of internship, your name, semester, E-Mail, and matriculation number)

Table of Contents

Main Text (8-10 pages)

- *The Internship – Formal Aspects*

Please describe the firm or organisation hosting the internship (what is it doing? How large is it? What are the specific tasks of your department/division? How did you learn about the internship and how did you apply for it? What were your working conditions like?)

- *Working Environment and Mutual Expectations*

a) Working Environment (who did you work with during the internship? How were the tasks allocated? How close was the collaboration and how well did the collaboration work?)

b) Aim and Object of the Internship (which were the tasks you were supposed to work on? Were the expectations regarding your hosting institution clearly communicated? What did you hope to work on? Did the aim and object change during the internship?)

- *Professional Activities and Work Results*

a) What did you actually work on during the internship?

b) What were the greatest difficulties during the internship and what did you do to overcome them?

c) What would you say were the main results of your work during the internship? How do these results relate to the expectations of your institution and yourself?



d) Were there any competencies (methodological or otherwise) that you acquired during your course of studies and which you could apply during the internship, i.e. was there any connection between theory/methods and practice? Please be as specific as possible!

Conclusion

a) How would you evaluate your internship overall?

b) Did you learn or experience anything during the internship that might suggest a minor or major revision of parts of the study programme in History & Economics?

c) What did you learn during the internship that you would not learn during your course of studies? Vice versa, what do you learn during your course of studies that you would not learn during an internship?

Appendix (if applicable: for example, work results or pictures from your internship)

Copy of Internship Certificate

Confirmation of Internship including Stamp and Signature of the Hosting Organization

Evaluation Criteria

The internship report is not assessed by how successful the internship was for your own professional development - something that can be beyond your control depending on the concrete working environment. Rather, it will be assessed by the following criteria:

Content: Does the internship report contain meaningful answers to the questions listed in the suggested structure and content of internship report above? That means: did you reflect in depth on the questions asked? Do you provide full and detailed information on your hosting institution, your activities, and so on? Is your judgment balanced and does it include different possible perspectives?

Structure: Does the report contain all elements suggested in the recommended structure? (Note: we will not be petty regarding the following of the exact structure. However, you should make sure that important contents are not missing in general.)

Form and Language: Does the report fulfill the basic criteria of language, orthography, and grammar (correct spelling, precise wording, punctuation, grammar, and syntax) as well as form (neat, coherent and appealing design without random changes in font or page margins)?

Note: The evaluation criteria are designed to provide a yardstick whether the internship report can be seen as fulfilling the minimum requirements. There will be **no grade** on the report!