



Institute for Social Sciences

## Guidelines for Preparing an Internship Report

An internship report is an independently written field report. The standards of scientific writing should be applied to the content and form of the internship report.

### Content requirements

The internship report must contain information about the following aspects of the internship (though it can also include other aspects):

- A description of the organization or institution (e.g., the activities and legal form of the organization, number of employees, structure of the organization) in which the internship was completed.
- Formalities, such as the duration of the internship, scope of work, type of supervision during the internship, connection between the internship and the study program.
- A course outline of the internship, with a concrete description of the field of activity, including the work area, areas of responsibility and projects.
- **An evaluation of the internship**, reflecting on the significance of the internship's content in the respective context. Which content-related references to your studies did you find? What significance did the internship have for your studies, and what will you take away with you for further studies? What did you enjoy, and what could be improved? Were there any challenges or interesting experiences? What is your overall evaluation of the internship? Would you recommend this internship to other students?

### Formal requirements

The following formal requirements should be observed when preparing the internship report:

- Length: approx. 10 pages (not including the cover page, the table of contents, and the bibliography).
- The cover page should include the following information:
  - Name of the intern & registration number (matriculation number).
  - Contact information: address/phone number/e-mail address.
  - Degree program.
  - Semester.

- Date and duration of the internship & the total workload in hours.
- Date of submission of the internship report.
  
- Table of contents.
- List of references.
- Layout/Fonts: Fonts: Use a standard font, e.g., Times New Roman 12 or Calibri/Arial 11, 1 ½ line spacing, justified text, page numbers.
- Consistent citation style (e.g., Harvard style).
- Correct spelling and punctuation.
- Understandable language style and logical sentence structure.
- Each internship report must contain a signed declaration in which the author confirms that the work was carried out independently. This declaration must be attached at the end of your internship report, on an extra sheet of paper.

Important: If you have used external literature during the preparation of the report (e.g., information from the internship institution's website), this must be cited in both the internship report and the bibliography.

## **Submission of the internship report**

Submit the completed internship report to your internship supervisor at the university, together with a copy of the internship certificate and the form internship recognition. After the assessment, the internship certificate, the letter of internship recognition and the internship report will be then sent to the Study Abroad and Internship Office. Please also send a copy of the internship report to the Study Abroad and Internship Office by email ([international@sozialwiss.uos.de](mailto:international@sozialwiss.uos.de)).

If you are on a dual major bachelor's degree program, please submit the documents (report, copy of the internship certificate, letter of internship recognition) directly to the Study Abroad and Internship Office at the Institute of Social Sciences.

### **Contact**

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