

## Guidelines for your internship report

### 1 Instruction – Writing a report about your internship

This guideline provides

- ✓ instructions for the aspects of your internship you should include in your final report.
- ✓ specifications for formatting your report.

Make sure that you comply with these standards.

It is essential that you write a continuous text, in which you give detailed descriptions of your activities and experiences. You can insert photos, sketches, flyers etc. for illustration purposes, but they should be placed in the annex and referred to in your text.

#### Content

- ✓ cover sheet
- ✓ table of content
- ✓ personal data and requirements (to be written before the internship)
- ✓ preparation of the internship (to be written before the internship)
- ✓ description of your company and work place
- ✓ activity report
- ✓ self-evaluation (achievements)
- ✓ assessment of your mentor
- ✓ annex (photos, flyers, sketches etc.)

#### Specifications for formatting:

Use the template for scientific papers you have received for writing your report.

Whenever you use information from other sources (websites, flyers etc.) make sure that you quote correctly:

- ✓ Direct quotes:

You mark a direct quote by quotation marks directly before and after the quote. After the quotation mark you place a superscript footnote. At the end of the page you note your source (author (if known – otherwise [art.], title, page/link)

Direct quotes should be used sparingly. Usually they comprise 2 to 3 significant phrases, but not more.

- ✓ Indirect quotes:

You do not need quotations marks if you only use the information but phrase it in your own words. But you also have to show your source in a footnote – usually at the end of each

paragraph. If you refer to different sources in one paragraph of your text you should place the foot at the end of the sentence after which you change from one source to next one.

## 2 Personal data

In this chapter you should give a short overview about important data:

- ✓ Where will you be staying?
- ✓ Where will you be working?
- ✓ Who will be responsible for you?
- ✓ How can your mentor be contacted?
- ✓ What are important learning outcomes you should and would like to achieve?

You will find this information in your learning agreement. It should be attached in the annex of your report.

## 3 Preparing your internship

During your internship you will be confronted with many new impressions. Not all of them will be pleasant, especially if you will arrive without any preparation.

### 3.1 Cultural identity of your destination

No matter in which country you will be going, there will be differences in culture. People may do and see things differently than you are accustomed to. Your culture shock will probably not be that bad if you have already read and heard something about the cultural identity of your destination.

Make yourself realize your expectations before your internship and write them down. Whenever you use information from the sources mentioned above (or others) quote correctly!

### 3.2 Where will you be working?

Try to find out where you will be working.

- ✓ What type of company is it? Is it a big, medium-sized or small company? How many employees does it have? How long has it been on the market?
  - ✓ Where is it located? (full address) Does it have subsidiaries in other towns/regions/countries?
- ✓ What is the core business of the company? What do they produce? Which services do they offer?
- ✓ Which department will you be working in? What is the function of this department in the organizational structure of the company?
- ✓ What will be your tasks? Who will supervise your work and be your mentor? (If you will already have got this information from your mentor in advance. If not make sure that you get as many information as possible once you arrive.)

You will probably find this information on the company's website. Remember quoting correctly when using the information of the website. Additionally you may get information from your mentor.

Explain what you are expecting from your internship based on the information you have gathered.

#### 4 Investigation – Your company and your work place

Once you are there you will have more detailed access to information about your company, your work place and the job characteristics. There might be flyers, brochures, manuals, organization charts etc. in the company which will give you greater insight. You can also interview your mentor and note her/his answers.

Compare your notes with your expectations. Where can you give a more detailed and precise description? What additional information have you got? In which aspects have your expectations proven right/wrong?

Summarize the important information in a concise description of your company and your work place.

Material your description is based on and you were allowed to take home (e.g. photos, flyers, brochures, organization charts) should be included in the **annex**.

#### 5 Activity report – Weekly reports as a reminder

During your internship you will send a weekly report via mail to the teacher responsible for you. For these weekly reports notes are sufficient. (They fulfill the purpose of giving your teacher an impression, if your internship will be successful, and will function as reminders once you will write your activity report. **This weekly report cannot replace your activity report.** But they will have to be included in the **annex** of your final report. You will find the form for your weekly reports in the annex of this guideline and the Word files on moodle.

Your activity report will have to be a continuous text in which you describe and explain your main activities, give examples etc. You do not have to stick to the order in your weekly reports. Repetitive descriptions of recurring tasks are not necessary.

#### 6 Self-assessment of the internship

In the annex of this report you will find the form for your self-evaluation of the internship. The Word document is on moodle. Fill in this form first: Include all learning outcomes you have achieved. Rate your competences according to the independency of your work:

- ✓ **satisfactory**: working under guidance according to instructions
- ✓ **good**: working independently after instructions observing corporate culture
- ✓ **excellent**: working on your own initiative in accordance with the company's corporate culture

The filled in form has to be included in the **annex** of your final report.

Based on this form you will be able to write your reflection on the learning outcomes of your internships. **The self-assessment form does not replace your reflection!** This reflection should display the competences you have achieved through vocational activities and experiences in the internship (*Working in Europe*) and through everyday experience (*Living in Europe*) under consideration of intercultural aspects. You should also point out your personal opinion about your internship abroad and provide tips and hints for future interns in that host country.

### 7 Assessment of the internship

In order to facilitate your mentor's assessment of your internship a similar form especially for your supervisors has been created. Alternatively the mentor can confirm your self-assessment. Other forms of certification (e.g. an employer's reference) are also welcome but not imperative. In both cases your mentor's assessment should be included in the **annex**.

What is important for you is to reflect on your mentor's assessment and compare it with your self- evaluation. In which aspects do her/his outside perspective differ from your own assessment? What might be the reasons? Which consequences can you think of?

### 8 Annex

In the annex of the report you should include

- ✓ information material about your, e.g. flyer, brochure, photos
- ✓ form: weekly reports
- ✓ form: self-assessment

**Enjoy your stay – Wherever you will be!**