

Servicezentrum für Prüfungsangelegenheiten (SPA)  
Internationales Institut für Management und ökonomische Bildung

## Registration for an Internship (European Studies)

Prüfungsnummer: 952007161 + 952007165

Must be handed in to the examination office before the internship begins!

Name, Surname: \_\_\_\_\_ Matriculation number: \_\_\_\_\_

Starting date: \_\_\_\_\_ End date: \_\_\_\_\_

Information about the institution: Name of the institution: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Activity area: \_\_\_\_\_

Date and signature of the student: \_\_\_\_\_

The internship has been approved by the  
Coordinator (EUS), date and signature: \_\_\_\_\_



## **Internship Report European Studies (MA/MSc)**

Within the elective courses an extracurricular internship can be accepted to the extent of 5 CP/ECTS, on the condition that it is relevant to the MA European Studies and has been approved by the Head of Studies (in advance). An internship must be full-time and last a minimum of four weeks.

To confirm your participation please hand in a 7-10 pages report together with the relevant (filled out) certificate attached below. This will be evaluated with pass/fail and will not be included in your final average grade. This **documentation is due 8 weeks** after completion of the internship and must be **submitted to the European Studies office** in a simple printed plus one electronic version (please affix to the printed work).

It should include the following information:

### **Cover sheet**

- Student name
- Matriculation number
- Name of the organization
- Sector of the organization
- Internship supervisor
- Starting date and ending date
- Duration (in days)
- Date of submission

### **Executive summary**

In this section, please summarize the main points of your report. The executive summary contains enough information for a reader to get a general understanding of the whole report without having to read it in full. Please mention what you have discovered and concluded but briefly and concisely. This part should not exceed one page.

### **Table of contents**

Please list the important headings and sub headings of the report with page numbers. You can also include a separate list of tables and/or figures if necessary.

### **I. Introduction**

In this section, describe the organization and the department where you have done your internship. This framework helps you and the reader to fully grasp the organization, its structure, tasks and role.



**1. Overview of the organization**

- a. Brief history
- b. Main offices
- c. Organizational hierarchy chart
- d. Number of employees
- e. Target customers (consider the users, retailers, other manufactures, employees)/  
Main tasks and responsibilities of the organization
- f. Competitors/ With whom does the organization cooperate?

**2. Brief introduction of the department where you have done your internship**

- a. Name and subject of the department
- b. Number of employees
- c. Supervisor
- d. Supervisor's position
- e. Strategic issues

**3. SWOT analysis of the organization**

- Clearly describe all the strengths, weaknesses, opportunities and threats of the organization where you have done the internship

**II. The Internship**

- Personal assessment regarding work tasks

**1. Time line of internship and list of the activities carried out**

Sr. No.	Main tasks	Starting date	Ending date	Supervisor	Performance (excellent/ good/ difficult)
1	.....	.....	.....	.....	.....

**2. Detailed description of the tasks/ projects assigned to you**

- a. What were your expectations concerning the internship? Have they been met?
- b. What kind of responsibility/ tasks have you undertaken during the internship? Were you satisfied with the tasks assigned?
- c. Did you receive appropriate help and assistance by the organization during your internship?
- d. In which ways was your internship and the assigned tasks related to the European Studies master program? Give at least one concrete example how your studies and the internship have complemented each other. From your perspective, which other skills would have been desirable and should be provided by the master program to better prepare students for the labor market?
- e. What skills and experience have you gained from the internship? How do they help to prepare you for the labor market and your desired career path?



### 3. Technical terms and concepts

Please develop a glossary in which you define and explain at least 5 technical terms, abbreviations, acronyms, or often employed concepts that you had to deal with regularly and which were essential for your work.

Term	Definition

## III. Conclusion and Recommendations

### 1. Conclusion

- How do you think the internship will influence your future career plan?
- Difficulties and experiences during the internship you might want to share.
- Summarize the key conclusions in your internship report derived from the internship experience.

### 2. Recommendations

- Which problems did you find and are there already solutions or do you have any recommendations? Are your recommendations feasible?
- Would you recommend this internship position to fellow students? Give reasons!

## IV. Reference

Provide contact details of reference persons of your internship (e.g. your supervisor/ colleagues at the organization).

## V. Enclosure

- Attach the Confirmation certificate filled out, signed and stamped by the organization
- List all material you have used for the preparation of your report, like brochures, forms, newsletters, interviews, questionnaires, news reports, articles, features, columns, etc.

## Confirmation of Internship Certificate (Master European Studies)

Name, Surname: \_\_\_\_\_

Matriculation number: \_\_\_\_\_

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*To be filled out by the company/institution:*

Name of the company/institution: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

The internship has been completed in our company/ institution on a full-time basis and lasted a minimum of four weeks.

Starting date: \_\_\_\_\_ End date: \_\_\_\_\_

\_\_\_\_\_  
*Date, Stamp, Signature*

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*To be filled out by the university:*

The student has submitted the internship report and has passed.  yes  no

I herewith accredit achievement with 5 CP for: 152002151.

\_\_\_\_\_  
*Date, Signature of EUS Coordinator*