

## M. A. "ROADS TO DEMOCRACIES" GUIDELINES FOR COMPLETING INTERNSHIPS

### Registration:

(1) **Before** starting the internship students need to inform the internship office on the address of the institution, the agreed internship period and a possible contact person at the future internship placement (via application sheet).

### Internship Office:

Anna Maria Weber

Office Hours: Tuesdays 10.00 - 11.30 h and Thursdays 12.00 - 13.30 h via [Online-Anmeldung](#),

Open Office hours Fridays: 7.30 - 13.30 h

Room: AR-IF 114, Praktikumsbüro Fakultät I - Philosophische Fakultät

Adolf-Reichwein-Str. 2, 57076 Siegen

(2) Upon request the internship office will send information on the study programme, the internship regulations and a confirmation that the internship is regular part of the studies to the future internship placement.

(3) Students have to find a supervisor (e.g. a course instructor teaching in the study programme) **before** the start of the internship. The supervisor will receive the internship report and will conduct the final evaluation meeting with you.

### Certification of the internship:

(1) The internship is confirmed by a certificate (certificate of internship) issued by the company or the company unit in which the internship was completed. The certificate must indicate the duration of internship and the tasks accomplished during the internship.

(2) Students have to submit an internship report (2-3 pages). The report will be the basis for the evaluation meeting with your supervisor. The meeting can be carried out in a group discussion, too.

(3) After submitting the internship certificate to the internship office the student will be registered for the evaluation meeting. After the evaluation meeting the credit points will be booked in unisono by the supervisor.

(4) Credit points for the internship can only be booked when the internship report and evaluation conversation are assessed with "pass".

### Procedure:

1. Search for a supervisor for the evaluation conversation before the start of the internship.
2. Register for the internship at the internship office by submitting the application form, including information on the supervisor.
3. Start the internship.
4. Write the internship report.
5. Submit the internship certificate to the internship office for registration for the evaluation meeting via unisono by the internship office.
6. Make an appointment for the evaluation meeting with the supervisor.
7. Submit the internship report and carry out the evaluation meeting.
8. Credit points will be booked in unisono by the supervisor.

## Format and content requirements for the Internship Report:

### 1. Form:

- a) The front sheet needs to contain the student's name, the study programme, matriculation number, the declaration "Report on an internship from YY/MM/DD to YY/MM/DD at (name of institution)".
- b) Written in English language (correct spelling and correct grammar), short and precise, at least 2 pages, more pages are possible if necessary.

### 2. Content:

The report needs to give information on:

- a) The institution (address, tasks, staff etc.), the internship period and the initial training phase and quality of supervision at the institution.
- b) The tasks completed by the intern and the qualifications needed for accomplishing the tasks.
- c) A special project the intern was assigned to during the internship.
- d) Overall evaluation of the internship: success of the internship in regard to the studies and to the future occupation.
- e) Please desist from personal acknowledgements and personal feelings. Only the last paragraph may contain personal assessments.