

Requirements for the internship report

As of 1 April 2024 (update: examination is graded from winter term 2023-24 onwards)

In the supplementary module "Internship" of the Master Political Science (Examination Regulation 2021), you complete a self-organised internship and gain experience in a political science field of work.

When searching for and organising your internship, please note the requirements of the module handbook: the internship must last **at least six weeks**, be **full-time** (minimum 35 hours per week), be completed **during the master's programme** and have a **connection to political science** (the connection to political science should be described in the internship report). Exceptions are not possible. If you are unsure whether your internship has a connection to political science, please contact the person listed at the end of this document.

You will write an internship report as part of the module examination. It is graded since the winter term 2023-24, taking into account the quality of the content and the level of reflection, structuring and connection of the individual parts, completeness, linguistic presentation and adherence to formalities. The internship report will not be published. You can write the internship report during or after the internship. The submission takes place after completion of the internship.

Register for the examination:

If you would like to take the "Internship" module, please register for the examination in KLIPS2.0 (as you do for other examinations). As the module "Internship" solely consists of the internship, there is no seminar, lecture or other course within the module you can register for (this is different from most other modules in your Master programme). Please **register for the examination in the semester in which you will have completed the internship and written the internship report by the respective submission deadline** for the internship report (summer semester: 1 September, winter semester 1 March). If you notice that you will not be able to complete the internship and submit the internship report by the deadline, please deregister from the examination in KLIPS 2.0 by the examination deregistration deadline. Otherwise, this will be considered a failed examination attempt (analogous to other examinations).

1 Aim of the internship report

The internship report should reflect the significance of the university training content in the respective professional/internship context. This includes questions such as which concrete skills or knowledge you were able to apply from your studies and which interdisciplinary (key) qualifications you applied or acquired.

2 Content and structure

Please adhere to the following guidelines regarding content and structure. You are expected to provide substantial answers to each chapter (I, II, III) and subchapters (a, b, c, d). You do not necessarily have to answer all questions/tasks. Instead, select and answer the questions/tasks that apply to your internship experience. In any case, the subchapter II c (transfer from your studies) should be given due consideration.

I. Introduction

- What was your motivation in choosing your internship?
- What were your expectations and goals for your internship? How do they relate to your previous professional experience, your goals in your studies or your future professional life?
- How did the application process for the internship position go? How did you prepare for your internship in terms of content and organisation?
- Which political science issues and research questions are related to your internship?

II. Main part

a. Internship position

- Introduce the company/institution and describe its tasks and activities, objectives and addressees, organisational history, organisational structure (number of staff, setup), locations, special features of the institution, etc.
- Similarly, describe the department to which you have been assigned.
- How was the supervision in your internship?

b. Internship activities

- In which areas were you deployed? Which projects did you work on, and which tasks did you carry out? At which points did you take on your own areas of responsibility?
- To what extent have you taken on tasks that are typical for the everyday work of employees with M.A. degrees in this company or institution?
- What challenges did you encounter during your internship? Did you have any impressive experiences?

c. Transfer from your studies

- Present connections between your internship activities and learnings from your political science studies.
- Which knowledge from your studies could you apply, deepen and supplement during your internship?
- Analyse whether political science findings were confirmed or disconfirmed in your internship. Which precise experiences confirmed or contradicted what you learned about politics in your studies?
- Elaborate which theories of political science had touchpoints with your practical activities and observations in the company/institution.
- For this subchapter, use several pieces of **political science literature** that you already know or conduct a brief literature review. You can also use information from **lectures and seminars** that you have attended. Reference this literature and the lectures and seminars as sources in the text and add them to the list of references and sources (see also below: Formalities, II).

d. Career orientation

- What skills were you able to acquire or improve during your internship? Which key competences did you learn or deepen? What did you learn about teamwork, professional working methods and professional appearance?
- What insights do you gain from your internship for your future and what consequences do you draw for your career path?

- Have your job preferences strengthened or shifted? What contribution did your internship make to your professional goals? What did you learn for future job applications?

III. Conclusion

- Evaluate your internship.
- Refer to your introduction: Contrast your goals and expectations for the internship with your conclusions from the internship regarding your own career path.
- What experiences from your internship will you bring to your further studies?
- Supplement your summary with an outlook regarding your studies, your career path or your future connection to your internship provider.

3 Formalities

Please observe the following formal guidelines for the layout of your internship report.

I. Scope

Your internship report should be **at least 10 pages** with continuous text in the specified formatting. In addition, create a cover sheet, a table of contents as well as a list of references and sources. The cover sheet includes the following information:

- Name, email, matriculation number, degree programme, number of studied semesters in degree programme
- Designation of the internship (e.g. title of the advertisement)
- Name of the department, name of the company/institution, allocation to an industry or sector
- Internship period (start and end date), internship duration (in weeks)
- Weekly working hours
- Contact person at the internship provider: Name, email or telephone

Also attach to the internship report: (1) a signed [declaration of independence](#) and (2) your [internship certificate](#) or an [internship confirmation](#) from the internship provider (no internship contracts due to possible non-disclosure agreements), which **must** include the duration of the internship and the daily or weekly working hours. Please note that your internship must last at least six weeks (full-time).

II. Language

Ensure a factual reporting style; personal evaluations are to be justified. The report must be paginated. Direct and indirect quotations must be referenced – as you do in term papers (cf. [notes on plagiarism](#)). The report must be written in English.

III. Form and layout

The layout of the report should be consistent. Format it as follows:

- Justification (with hyphenation)
- Line spacing: 1.5
- Font: Calibri; Font size: 11 pt.
- Margins: 2.5 cm (right, left, top) and 2.0 cm (bottom)

In the structure of your report, follow the above guidelines on content and structure, i.e. your structure has an introduction, a main section with sub-chapters on the internship position, activities, knowledge transfer from your studies and career orientation as well as a conclusion. The bullet points listed on the first two pages should not be copied into the internship report, but a continuous text should be formulated within the (sub)chapters.

4 Submission

After completing your internship, please send your finished report as a PDF via email by the deadline of **1 March (for the winter term) or 1 September (for the summer term)**, respectively, to Dr Birgit Bujard, politik-kontakt@uni-koeln.de. Choose the following subject for the email: "SURNAME Matriculation number – MA Internship Report Political Science Semester" (e.g. "SCHMIDT 1234567 – MA Internship Report Political Science winter term 2023/24"). Please note, as explained at the beginning, that the **submission must take place in the semester in which you registered for the examination**.

If you finish your internship and/or internship report later than the afore-mentioned date, you can submit it during the next semester (the module "EM Internship" is offered every semester): the next submission deadline is 1 September (summer term) and 1 March (winter term), respectively. In this case, you have to register for the exam (again) next semester.

Good luck in your internship and in writing your report!

Contact for questions: Dr. Birgit Bujard, politik-kontakt@uni-koeln.de