

## EM Internship

As of: 01.06.2024

In the supplementary module "Internship" of the M.A. Political Science (ER 2021), you complete a self-organised internship and gain experience in a political science field of work. The module does not include any courses.

**Requirements for the internship** – the internship must (see module catalogue):

1. Last at least six weeks,
2. Be in full-time (minimum 35 hours per week).
3. Be completed during the master's programme, and
4. Have a connection to political science, which should be described in the internship report.

Exceptions are not possible. If you are unsure whether your internship is related to political science, please get in touch with the contact person listed below.

### Note on **exam registration**:

If you would like to take the internship module, please register for it in KLIPS 2.0 (as for other courses). Please also register for the corresponding examination in KLIPS 2.0 (as for other examinations). Please register for the course and examination in the semester in which you have actually completed the internship and written the internship report as described below by the respective submission deadline for the internship report (summer semester: 1 September, winter semester 1 March). If you realise that you will not be able to do this by the deadline, please deregister from the examination in KLIPS 2.0 in time (i.e. by the examination deregistration deadline). Otherwise, this will count as a failed attempt (analogous to other examinations).

## Requirements for the internship report

You will write an internship report as part of the module examination. Since the winter semester 2023/24, this will be graded, taking into account the quality of the content and the level of reflection and connection of the individual parts, completeness, linguistic presentation and compliance with the 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 The internship report will not be published.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.

### 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

Your internship report consists of the following sections and is based on the guidelines for content and structure, whilst keeping the aim of the internship report in mind. Choose informative headings and,

if necessary, create suitable sub-chapters. Also make sure you have a common thread, form logical sections and summarise important findings in a suitable place.

## I Introduction

- Motivation for choosing and looking for an internship
- Ideas and expectations
- Goals for the internship
- Categorisation of goals and expectations in terms of previous professional experience, study path and future career path
- Course of the application process
- Preparation in terms of content and organisation
- Reference to one or more political science topics and issues

The introduction offers an informative, appealing and meaningful presentation of the context of your internship as well as a preview of the structure of your subsequent reflection in the report.

## II Main part

### *Internship position*

- Presentation of the company/institution and description of tasks and activities, objectives and recipients, organisational history, organisational structure, locations, special features of the facilities, etc.
- Description of your department in similar terms
- Supervision situation

### *Internship activities*

- Work areas, projects, tasks and areas of responsibility during your internship
- Activities that are typical for employees with a master's degree
- Challenges and memorable experiences

### *Transfer from your studies*

- Presentation of connections between internship activities / observations and learnings from your political science studies
- Discussion of application, consolidation and supplementation of knowledge from your studies
- Analysis of political science findings in the real world, precise description of confirming or contradicting experiences
- Concrete theories that had touchpoints with practical activities and observations in the company/institutions

Refer to 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 you have attended. Make sure you adhere to academic working techniques (see Formalities II).

### *Career orientation*

- Acquisition and improvement of skills during your internship
- Learning and consolidation of key competences

- Learning about teamwork, professional working methods and professional demeanour
- Findings for your future and consequences for your career path
- Change or reinforcement of your career prospects
- Specific contribution of the internship to your professional goals and insights for future job applications

### III Conclusion

- Evaluation of the internship and personal commentary
- Conclusions from the internship for the career path
- Insights for further studies
- Outlook about your studies, your career path or your relationship with the internship provider

In the conclusion, refer to your introduction by comparing your goals and expectations with the experience you gained.

## 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 table of contents as well as a list of references and sources. Add the [cover sheet template](#) that is available for download and insert the personal information listed.

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.

### 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. The bullet points listed 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, send your completed internship report as a PDF in a formless e-mail to Dr Birgit Bujard ([politik-kontakt@uni-koeln.de](mailto:politik-kontakt@uni-koeln.de)) by the respective deadline:

- a. Winter semester: no later than **1 March** at 23:59
- b. Summer semester: no later than **1 September** at 23:59

Choose the following subject for the email and give the PDF the same name: „SURNAME-Matrike-Number-Master-Internship-Report-Political-Science-Semester“ (e.g. „SCHMIDT-7123456-Master-Internship-Report-Political-Science-WS-2022-23“). Please note, as explained at the beginning, that the submission must take place in the semester in which you registered for the examination.

**Completion of the internship** after the beginning of March or September:

If you complete your internship and/or your internship report later than the date just mentioned, you can submit it in the next semester (the module "EM Internship" is offered every semester): the next submission deadline is 1 September (summer semester) or 1 March (winter semester). In this case, you must register for this course and the associated examination in the next semester again.

Good luck with your internship and with writing your report!

Contact person for questions: Dr Birgit Bujard ([politik-kontakt@uni-koeln.de](mailto:politik-kontakt@uni-koeln.de))