

Münster University  
English Department  
Two-subject Bachelor programme  
Module "Stay Abroad or Internship": Internship in Germany  
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### **Who may study the option "Internship in Germany" within the module "Stay Abroad or Internship"?**

You may only choose this option if all of the following applies to you:

1. You are currently enrolled in the Zwei-Fach-Bachelor with English as one of your subjects.
2. The exam regulations of 2018 apply to you, but you are starting this module in 2025 or later.
4. You are not studying to become a teacher.

### **Do I have to contact the Student Advisory Service about my internship within "Work Experience"?**

Only students who wish to become teachers and need an exemption from the obligatory stay abroad have to contact the Student Advisory Service. As only students who do not wish to become teachers study the module "Work Experience", you are not required to contact the Student Advisory Service.

### **Where can I complete my internship?**

Make sure to find a business or an organization that interests you as a possible future field of work relating to your study of English. Such fields of work include journalism, theatre or museums, public relations, tourism, international event management and many more. If you are not sure whether your choice fits the requirements of the module, please contact me.

### **Which requirements do I have to fulfill while interning?**

You need to complete 210 working hours within your one internship. This corresponds to approx. 26 full working days. You do not have to be interning full time (approx. 8 hours/day) as long as you make sure that you eventually completed the 210 hours. You may not split the internship into two separate stretches of time.

### **Which requirements do I have to fulfill to get credit?**

You have to register the item "Internship in Germany for Students in Non-teaching Study Programs incl. Written Report" (30004) on QISPOS. After the internship, hand in your internship report (1,000 words) and proof that you completed the 210 working hours. The latter can simply be a letter or a qualified employment certificate (Arbeitszeugnis) by the company or organization you interned with. As the latter may be useful for future employment, I recommend you try to obtain such a document as a reference for future applications. Both your report and the certificate/letter issued by the company must be submitted via email to [anna.rapp@uni-muenster.de](mailto:anna.rapp@uni-muenster.de) by the end of the semester (30.09. or 31.3.).

### **What can I do if my company/organization needs proof that my work experience is part of my course of study?**

Please send me your request via email, including a current overview of your grades in English to proof that you have not already completed the internship. I will then provide you with an official document for the company or organization you wish to intern with.

## What are the requirements for the internship report?

### Format:

- Title page – please check template
- Table of contents
- Text (1,000 words)
- If applicable: list of references
- If applicable: appendix
- Proof of academic integrity (“Eigenständigkeitserklärung”)

### Content:

The internship report goes beyond describing individual tasks performed during the internship. It links the students’ academic career with “the real world” and includes their personal reflection on both what they learned during the internship and on how this might help shape their idea of a future career.

The guiding question of the internship report is not so much “What did you do during your internship?”, but rather: “How did your internship help you develop an idea of a future career?” and: “What did you learn about yourself and your abilities during this internship?”

### Organization, Presentation and Language:

A good internship report is organized in a logical way. There is a distinguishable red thread that the reader can follow easily. The length of the report corresponds to the limit given. Cover page, numbering system, lists, and general formatting help the reader to navigate the text. If the internship includes pictures or other material taken from elsewhere, the sources are given according to academic standards.

Even though the internship report differs from the other written assignments completed during the study of English, it is still a piece of academic writing. A possible way to structure your internship report could look like this:

- Introduction (including motivation for the position, possibly detailing the application process)
- Description of Work Environment and Responsibilities (please include information on the company/organization and describe your role as an intern/employee, try to pay attention to team structures and hierarchies)
- Reflection (please include a reflection on the skills that you learned – or had expected to learn, but did not learn – during your time in the company/organization; the objective of an internship/work experience is not to have a good time, but to learn – even bad internships can be a good learning experience)
- Conclusion (please close with a few words regarding your take-aways, and perhaps whether you would recommend this company/organization to others in the program for internship/work experience. Do not include new ideas in your conclusion)
- Bibliography/References (this is not an academic paper, but if you do cite e.g. from websites or other sources, please record your sources correctly in a bibliography; you may choose your preferred style of citation)