

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.
3. You are not planning spend 12 weeks in an English-speaking country.
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. This does not mean that there need to be tasks requiring you to use the English language daily, but rather that the some (not all!) of the job-relevant skills you acquire during your studies are relevant for your internship. Possible fields of work **include**, but are not limited to:

- journalism, including radio
- theatre or museums
- public relations or marketing
- personnel management
- tourism
- event management
- education

and many more.

Possible fields of work **exclude**:

- working in a family (parents, siblings, spouse) business
- working in purely menial jobs that require no overlap with the job-relevant skills you acquire during your studies, such as gardening, waitressing, farming, construction.

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.

### **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.). If I do not receive your report on time, I will enter a 5.0 so that you can re-register the following semester.

### **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 prove 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 in MLA or APA style
- If applicable: appendix
- Proof of academic integrity (“Eigenständigkeitserklärung”)
- 1.5 line spacing, font size between 10 and 12, no overly dramatic font types

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 is easily followed. 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**

What motivated you to apply for this specific internship and what did you expect to learn?

- **Description of Work Environment and Responsibilities**

Please include only brief information on the company/organization and refer to their website if this might help your reader. Describe your role as an intern/employee more thoroughly, try to pay attention to team structures and hierarchies.

- **Reflection**

You are supposed to reflect on skills, learning and personal developments. This could include: New skills you developed, what you learned about working in a professional environment, what you learned about your work style and preferences, how you handled difficulties, setbacks, or possibly negative (or lacking) feedback.

Always keep in mind: The objective of an internship/work experience is not to have a good time or to present it as such, but to learn – even bad internships can be a good learning experience.

- **Conclusion**

Please close with a few words regarding your most important take-aways. Do not include new ideas in your conclusion.

- **Bibliography/References**

If you reference websites or other sources, please record your citations in APA or MLA style. If you use AI applications to proof-read or structure your work, make sure to reference the prompts you used in correct APA or MLA style, too.