Guidelines

B.Sc. Human Movement in Sports and Exercise

M13 Scientific Internship

Responsible person

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AIM



FIND



PREPARE



CHOOSE



APPLY



OUTCOMES



REPORT



DONE

1. Introduction



The **aim** of the scientific internship within the **Bachelor of Science program** is to apply the theoretical and practical knowledge and competencies in a research stay, which takes place in close cooperation with the lecturers of the university of Münster. Students are familiarized with scientific work and are able to plan research projects. They collect data, analyze them in a scientific working environment and present their results in the follow-up. Students learn to work efficiently in teams and to solve technical problems. The intensive scientific work on specific problems leads to improved scientific approaches. The internship can also be used to find topics and contents for the bachelor thesis and to establish useful contacts with potential employers. The main goal of the internship is to make valuable learning experiencing which help the student widen their scientific, professional and personal knowledge and competence.

The following general guidelines shall help the students to better prepare, adhere and complete their learning and working experiences in the practical fields they have chosen. The general guideline was discussed with the departments involved and approved. Hence, it also aims to keep up the quality of the supervision process. Be aware that the different department (Sport Psychology, Neuromotor Behavior and Exercise, Social Science in Sports, Movement Science) might have further regulations and that individual solutions are possible. These guidelines are not set in stone, hence, communicate appropriately and effectively with your supervisor from the start.

2. How to find an internship?



There are **three ways** to find an internship:

- via a person you want to work with,
- via an area you are excited to know about, or
- via an existing collaboration project at a department, you would like to work in.

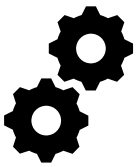
Each way is possible and we are happy to support you in finding your internship spot.

Regarding the timing of the internship, please start thinking about a possible internship as early as possible. Especially when you want to do your internship overseas, keep in mind that the visa application process might take time. Therefore, about one year in advance, we will hold an

internship information meeting (on financial, organizational, process issues), normally at the beginning of the Winter term. We recommend you not to miss this.

If you want to do your internship in large companies or at a foreign university, check for their application deadlines. Some of these institutions also have guidelines for internships (e.g., specific agreements), these are obviously not part of the existing general guidelines. If there are any conflicting issues, please contact the responsible person of the module (see table 2).

3. What should you do before the internship?



As a student, you will prepare your internship during the seminar **"Preparation and Retrospection**". In the preparatory session of the course, the special needs and formalities of the scientific internship are explained. The seminar is be supplemented by E-learning elements provided by the Career Service.

Table 1: Module 13 BSc.

BSc. Modul 13 Credit point distribution:
Recommended mandatory seminar – 5th semester - Scientific internship – 30CP = 900h - Main internship – 24CP = 720h - Preparation and retrospective work – 6CP = 180h
Examination - Written report, 10-15 pages, 100% of the final grade 5% of total grade

4. How to choose a supervisor?



Choose a department at which you would like to complete your scientific internship:

- BSc: It is recommended that the scientific internship is completed within one semester (preferably 5th semester; 30h á week, 24 weeks). Individual solutions are possible.
- Once you have decided on a potential internship (project of interest, researcher/scientist of interest, area of interest resp. working experience), contact the responsible person in the department (see table 2, p. 4). This person will guide you to the potential supervisor within the department.
- Complete the online selection process.
- Once accepted, a formal meeting will take place between yourself and your supervisor to plan further steps and activities.
- An internship agreement between yourself and your supervisor will be completed (see attachment).

Table 2: Contact Person in the Departments

Responsibility B.Sc. Modul: Prof. Dr. Maike Tietjens tietjens@uni-muenster.de	Responsibility M.Sc. Modul: Dr. Ross Julian ross.julian@uni-muenster.de
Sport Psychology	Prof. Dr. Maike Tietjens tietjens@uni-muenster.de
Neuromotor Behavior and Exercise Science	Dr. Ross Julian ross.julian@uni-muenster.de
Movement Science	Tabea Christ tabea.christ@uni-muenster.de
Social Science of Sports	Dominik Krüßmann dominik.kruessmann@uni-muenster.de

5. How to apply for an internship?



To be in contention for an internship, you need to follow the **application process** carefully.

- You will complete the election process on **SLcM.**
- On SLcM, you must indicate which **department** you would like to complete your internship in.
- Please select a **1st, 2nd, 3rd, and 4th choice**.
- Students will then be **assigned to departments**, with the goal that most of you receive your **first choice**.
- Please note that departments have **limited capacity**, so not everyone can be placed in their preferred department.
- Once the distribution is complete, the **responsible persons in each department** will contact you and organise the **next steps**.
- **Additional steps such as CV and Motivational Letters will be required once you have been distributed.**

Curriculum vitae (CV) and Motivational letter: general tips

- Find out about the requirements for the desired internship, they differ e.g. from country to country
- Don’t forget: Put yourself in the shoes of the reader. S/he wants to know "what's in it for me?" Do not focus on what the company and / or the function can do for you.
- Stand out. You should demonstrate your unique blend of skills and experience. Make sure you include examples of academic skills (research and statistical if you have them), problem solving etc.
- Keep it simple. Your choice of font and layout are key to making sure a would-be employer carries on reading. Simple formats work best.
- Do not be too generic. Work out who / which department your CV is destined for and tailor it to highlight the right aspects of your experience for them.

Curriculum vitae (CV)

- Checklist on what to include in a CV

- General information - such as name, address, mobile number and email address. If relevant, also include your LinkedIn profile or blog site where employers can find out more about you.
- Objective - in 1 or 2 sentences, summarize and emphasize your key attributes and your intended future career path. Your words must flow seamlessly – avoiding cliché and superfluous hyperbole
- Employment History & Work Experience Place this before Education if you have been working for a while. Start with your most recent job, detailing your experience concisely in bullet points
- Education & Training - start with your most recent qualifications and work back to the ones you received at school
- Language proficiency - if you speak more than 1 language, this feature distinguishes your CV if you are applying for an internship.
- Achievements - include your academic/professional achievements to distinguish yourself from other candidates.
- Interests - include this if relevant to the soft skills needed for the job.
- References - name two people (not relatives), along with their email address and phone number, who may be contacted by the employer for a reference (not necessary for the internship, but good for the future).

Motivational letter

- Motivational letter structure:
  - Your name and address
  - Name of the supervisor
  - Address of company/research institute/ person of interest
  - Paragraph 1: Grab their attention! You draw attention to your letter by showing that you have conducted research on the company beforehand. Could mention the research the institute or the person does personally etc.
  - Paragraph(s) 2-3: These paragraphs should include your main reasons for wanting to work for organization XX/ wanting to work with person xx/ wanting to work in the project XX. Try to be original instead of naming all the obvious reasons. Have you been an intern at a similar organization? To strengthen your motivation, you can use this internship as an example to illustrate your experience in this field. You should convince the reader that you are the perfect candidate for the internship. For positions do not literally write down why you think you are the perfect candidate, but you convey these points by referring to your experience (academic or professional), your qualities and your skills. You link these aspects to your desired position, so that

the reader will be convinced as to how you will be the solution to any issues an organization may have.

- Final Paragraph: conclusion.

Table 3. Examples of previous internships

Institution	Location	Topic
Neuromotor Behavior and Exercise Science		
Benfica SL (female team)	Lisbon, Portugal	Sport science support to the female teams
Bristol Ladies FC	Bristol, England	Sport science support to youth academy
Deutscher Fußball Bund	Cologne, Germany	Technical performance analysis and research
Sport Psychology		
Deakin University	Melbourne, Australia	Motor development in childhood
Tennis Australia	Melbourne, Australia	Sport science and performance analysis in tennis
Toronto University	Toronto	Talent identification
Movement Science		
IAT Leipzig	Leipzig, Germany	Paracanoe evaluation of paralympic games Paris
Université Jean Mommet	Paris, France	Physiotherapy, ankle and foot injuries, biomechanics
Social Science in Sports		
Preußen Münster	Münster, Germany	Mental health and well-being of young football talents Strategy processes in club management Performance development among young football talents
DOSB	Frankfurt. Germany	Sport Event Management
Sky Sports Germany	Munich, Germany	Digital Sports Marketing

6. What should you do during the internship?



Main **learning outcomes** and aspects to be completed throughout the internship:

- Personal responsibility for the completion of the internship, under the rules and regulations of the internship provider.
- Work efficiently within a team and solve technical problems.
- Collect and analyze data in a working environment, and present the results in a written report and/or in a poster presentation.
- The internship can also be used to find topics and contents for the Bachelor's/Master's thesis, it is a valuable learning experience and can make helpful contacts with potential employers.
- Specifically for the scientific internship
- Continued short reports, highlighting the status of the internship as written in the internship agreement.
- Become engaged in scientific work and plan research studies (or learn how to).
- The intensive scientific work on specific problems leads to new behavioral patterns in solving problems.

Following these guidelines will help assure that you will **maximize your internship experience and serve as a positive representative** of your academic program and of the university of Münster. Please adhere to these expectations throughout your internship:

- Act in a professional and ethical manner. For example:
    - Dress in an appropriate manner.
    - Follow through on commitments.
    - Do not conduct personal business during work hours.
    - Be prompt when reporting to work and with completing assignments.
    - Give your work your best effort.
- Be positive and supportive.
- Keep an open mind; avoid jumping to conclusions; develop informed opinions.

- Be observant; note how employees organize their ideas and respond to and ask questions.
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with co- workers and those you are working with.
- Assert yourself and your ideas in an appropriate and tactful manner
- Identify skills you would like to learn - walk towards challenges, not away from them, see them as opportunities
- Discuss with your supervisor(s) beforehand (and some time in advance) which skills you would like to learn during the internship or what you are struggling with. Seek feedback from your supervisor(s), accept suggestions for corrective changes in behavior and work to improve your performance. Accept constructive criticism; continuously strive to improve and grow professionally.

Your **engagement and behavior** can motivate the receiving party to continue to take part. Be sure that you:

- Clearly identify start/end dates and determine your work schedule with your worksite supervisor.
- Familiarize yourself with and adhere to organizational arrangements, policies, procedures and functions.
- Maintain confidentiality of work-related personnel and projects.
- Understand what constitutes a permissible work absence and whom to notify if absent.

But also, think about what the receiving party can do for you, what she should look like, can offer, needs to do and how this quality can be assured.

7. Recommendations for the written report



Technicality

- The written report should comprise 10-15 pages.
- 2 thirds systematically and scientifically, address the research question from your internship.
- 1 third should be a reflection on the scientific internship (e.g. skills learned, future (career)

plan, how did the study program prepare you for this or how didn't)

- Check the 10 steps (career service)

- Registration on SLcM, check for deadline
- Look for your supervisor on SLcM
- Submission deadline for the written report 31.03. However, this can be discussed with your supervisor depending on the internship.

Content - Research question

- Choose a research question, which can be achieved within the content of your scientific internship.
  - If you have participated in multiple small projects, choose and discuss with your internship advisor and internship supervisor which you should focus on for the report.
- Please discuss with your internship advisor which data you can use for your written report.
- The following questions should be addressed and provide you with a guideline of
- content.
  - Describe the theoretical and scientific background of the research area.
  - Which other studies / methods exist?
  - What is/are the research question(s) / the hypotheses?
  - Describe your participants, e.g. how were the participants selected? What are the specifications of your participants (anthropometry, level of fitness etc.?)
  - What methods were used and why?
  - How was the data analyzed?
  - What were the results? In case data is not yet available, what are the expected results?
  - Discuss the results based on a theoretical background.
  - What are the practical implications?
- If you are working on one specific research question, it is advised that you model your report based off scientific journals, even if it does not necessarily meet the standards for publication.

Content - Reflections on the scientific internship

- Throughout the internship, it is recommended that you document your experiences on a regular basis. Use these questions as a guideline.
- What have I been doing throughout my internship?
- What are the pros and cons?
- What did I learn / what was new to me / what was different?
- How did this internship improve my knowledge?
- Can I develop my bachelor project from this?
- Did the scientific internship help to provide insight into the occupational area/field?
- Would I like to work in this field after my studies?
- Based on the experience made, where else would I like to do an internship?

8. Attachment:

Internship supervision agreement

In accordance with the upcoming internship in collaboration with xxxxx, the supervisee and the supervisor shall create a supervision agreement according to the relevant provisions.

supervisee	supervisor	Receiving party*
name:	name:	name:
address:	department:	
Matr.Nr:		
email:	email:	

* the agreement can also be done with the receiving party

Rules for supervision agreements

With this supervision agreement both supervisor and supervisee document their respective expectations and obligations. They will act professional throughout the entirety of the internship (e.g. appropriately dressed, punctual, hardworking, answer mails timely). Furthermore, they acknowledge the following aspects which are regarded as fundamental for an adequate supervision and working relationship:

The supervisor and the supervisee are committed to

(e.g. Regular meetings/zoom conversations to discuss progress and current state of the internship; Twice monthly updates, by means of a reflective diary. Written and uploaded onto their joint google drive, Creating adequate conditions for potential further work, e.g. BSc thesis.)

Date /location:

Student signature Supervisor Signature Receiving party signature



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VEEL SUCCES!

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