Program of Study

Higher Administrative Service/Public Management

Specifications for Internship Reports

Layout of the cover page

a) Author: Last name, first name, date of birth:
.................................................................

b) Internship Report No. 1 □ 2301
Internship Report No. 2 □ 2401
Internship Report No. 3 □ 2501
Internship Report No. 4 □ 2601

c) Place of internship: .........................................................

d) From – until: ...............................................................

e) Area of emphasis: .............................................................

Evaluation

Place of internship: Professor:

□ Pass

□ Fail

□ Pass

□ Fail

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Date, Signature Date, Signature

University of Applied Sciences, Kehl
and
University of Applied Sciences, Ludwigsburg
1) Basic requirements

Scope of the report (guideline for a 3-month internship)

8-10 pages, in the 4th part of the internship period (Module 26) 6-7 pages (12-point font size, 1.5 line spacing, 3-cm margin on either side; for longer or shorter internships, the scope of the report can be adjusted accordingly).

Purpose of the internship report

During your practical training you will find yourself in typical and untypical situations relating to the various subject areas taught at the University. You will be confronted with the classical questions as well as with current concerns and problems. The internship report should help you to systematically document and reflect upon a few of these experiences in particular, and to draw conclusions from them for your continuing academic studies, and possibly also for your future professional development.

Subject areas

- Documentation of your practical training:

This should not be a comprehensive documentation of everything you did during your internship, but rather a description of important and pivotal experiences and situations. Pay particular attention to challenging situations, i.e. typical, difficult or awkward situations in a particular work area; situations which you would like to examine more closely or for which you would like to be prepared.

- Reflecting upon your practical training:
Internship Report

The following questions are at the focus of attention:
Which experiences were/are important for me? Which insights have I gained from them, which conclusions have I drawn? What does that mean for my own attitude and my future role or my future behaviour? What does that mean for my own “career”? Which particular topics covered in my academic studies thus far were especially useful in my practical training? What do I still need (in terms of knowledge, skills, experience,…)?

2.) Deadline for the internship reports
At the latest 1 month after finishing the internship module in the respective area of in-depth study. Reports are to be handed in to the internship supervisor.

3) Content of the internship report

Obligatory parts of the report

(1) Description of the internship position
   a) Type, function, location of the internship position in the organizational structure
   b) Description of the task catalogue of the organizational unit

(2) Description of your own task area
   a) your supervisor (organizational)?
   b) which concrete description of tasks?
   c) overview of the tasks you actually completed
   d) degree of autonomy in completing the tasks
   e) foreign language usage
   f) contacts with other administrative units, departments and private organizations

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Internship Report

**Voluntary parts of the report**

(3) To what extent has this area of work been determined, or even made possible, by your program of study up to this point?

(4) What advice could you give beginning students with regard to the
   - organization and
   - content
   of the practical training segment?

**4) Evaluation**

The internship report is marked on a pass/fail basis. The first evaluation is done by the internship supervisor; a professor from the University does the second evaluation. No written explanation for the mark is given.