

Guidelines for internship reports (Master Religion in the Public Sphere)

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Formalities

- Length of 10 pages (without cover sheet, table of contents, and appendix, if applicable)
- DIN-A-4 format
 - If the report is submitted in paper form, it must be stapled – no loose paper collection
 - Written on one side and not handwritten!
- Page margins: The standard setting for text processing is okay, but 2.5 cm at the top, 2.5 cm on the left, 3 cm on the right, and 3 cm at the bottom is better. Ensure that everything is still legible after binding and that there is a correction margin.
- Respectable fonts, e.g., Times New Roman, Arial, Garamond, or Calibri
- Font size 11-12 points, line spacing 1.5 (For larger fonts such as Arial, a smaller font size – 11 points – should be selected, for smaller fonts such as Times 12 points)
- Font size footnote 10 point, line spacing 1.2
- Headings should be set off visually and numbered
- Justification is recommended for the text parts.
- Continuous page numbering
- The cover page and table of contents do not have a page number
- Uniform and clear formatting
- Correct spelling, grammar, and punctuation

Structure

Cover sheet

The cover sheet should contain the following information:

1. University
2. Institute
3. Study program
4. Name of the module in which the report is written
5. Semester
6. Title
7. Name of the author, address, e-mail address, matriculation number
8. Submission date

Table of contents

- The table of contents gets its own page
- All chapter headings must be included
- The chapter headings in the table of contents must be identical to the headings in the report.
- The page number on which the corresponding chapter begins must be given for each heading.

Text

See "Content components" below.

Appendix, if applicable

Content components

The internship report consists of five elements:

1 Outline of the application phase

How did you go about finding an internship?

- How did you find out about the potential internship?
- How did you proceed with the application?
- How did the application process work?

2 Presentation of the organization/institution with contact details

- Brief portrait of the internship position (incl. relevance to the field of study)

3 Supervision during the internship

- How were you supervised during your internship?
- How did the training take place?
- Were you supported with your work during the internship? If yes, in what form?

4 Explanation of the internship activity

- What tasks did you take on during your internship?
- To what extent was it possible to work independently?
- What was an average working day like during the internship?
- What knowledge from your studies could you apply to your internship, and how?

5 Critical reflection on the internship

- Reflect on your internship against the background of your degree program. What skills from your degree program were you able to contribute? What skills did you lack?
- What will you take with you from the internship into your studies? To what extent can the internship experience help you in your studies?
- To what extent did the internship help you with your career orientation?