

INTERNSHIP REPORT



BAEL Guidelines

2015

1. Introduction

“Professional Training” is a mandatory module in the MA program “Applied Linguistics”. While this module is listed for the second semester in the structure of the program (for purely technical reasons), it can be completed in any semester, including the inter-term breaks. The required duration is seven weeks full-time or 300 hours, as a rule in one internship, or, on application, in two internships. Students are required to write an internship report. Successful completion of this module earns 10 credit points.

The internship report must be accompanied by an official certificate (signed, stamped and with letterhead) issued by the organization, institution or company offering the internship, minimally specifying the time and duration of the internship, and the activities, tasks and projects, etc. the student was involved in. The certificate may include further relevant information and possibly also an assessment of the student’s performance.

2. The internship report

The internship report consists of two parts: a documentation part and a reflection part. In the documentation part, all relevant information concerning the internship is specified. The reflection part includes an evaluation of the internship, specifically the personal experience and development of the student. The cover page of the report provides the same kind of information which is included in the title page of a term paper.

2.1. The documentation part

In this part, all relevant information about the internship needs to be specified. In particular, this includes addressing all of the following questions:

- (1) When did you do your internship? State the exact dates (from DDMMYYYY – to DDMMYYYY).

- (2) What was the duration? State the total duration in weeks, the total duration in hours, and the hours per week.
- (3) Which field did you do your internship in? Specify area or discipline.
- (4) Where did you do your internship? Specify city and country.
- (5) Who did you do your internship with? Give the complete name, address and website of the organization/institution/company?
- (6) What type of organization/institution/company is this? State their main goals and activities.
- (7) Provide a detailed description of the activities of this organization/institution/company.
- (8) What did you do during your internship? Give a detailed account of your tasks and the activities and projects, etc. you were involved in. Make a list specifying what you did do when, for how long, how often, etc.? Describe a typical day.
- (9) Give any other (factual) information you consider relevant in this part of the report.

2.2. The reflection part

The purpose of this part is to critically assess the internship. Specifically, this includes addressing the following questions:

- (10) Why did you decide to do your internship in this particular field? Explain your motivation.
- (11) Why did you decide to do your internship in this particular organization/institution/company? Give your reasons.
- (12) What were your expectations before the internship began?
- (13) Were your expectations met or were you disappointed? Explain your answer.
- (14) How did you like the tasks, activities, projects, etc. you were involved in? Why?
- (15) What was new or surprising?
- (16) How is your internship relevant to your studies?
- (17) Which qualifications did you acquire? What have you learnt? Be specific.
- (18) Who do you want to be in the future?
- (19) How is your internship relevant to your professional future?
- (20) Has the internship modified earlier plans for the future? How?
- (21) If you had to do it again, would you do your internship in the same field? Give reasons.
- (22) If you had to do it again, would you do it in the same organization/institution/company? Give reasons.
- (23) Would you recommend the organization/institution/company to prospective interns? Give reasons.
- (24) Add any further experience or assessment you consider worth mentioning.

All questions should be addressed, but in this part of the report, answers do not need to be numbered. In this part, answers do not have to be answered separately. Ideally,

they are integrated into a coherent text. This text should close with a summary of your reflections.

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The internship report is to be submitted as hard copy (i.e. paper version) and electronically to Professor K.P. Schneider (mailto: k.schneider@uni-bonn.de).

Any feedback on these guidelines is welcome (mailto: bael@uni-bonn.de).

Bonn, 21 May 2015

Professor Dr. Klaus P. Schneider

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