

## Guidelines for the Internship Report

Every student in the Sociology Master's programme must write a report on his or her six-week-internship or two-week-summer school. The report is a personal and independently written field report. It must be **at least 750 words (2-3 pages)** and it should contain information on the following aspects of the internship or the summer school:

### Research Internship

- Description of the institution
- Description of the department where the student was working
- Date and duration of the internship, workplace, supervision and mentoring during the internship, description of the duties and responsibilities, future perspectives at the institution after the internship
- Suggestions for the University's curriculum with regard to the internship
- Evaluation of the internship and recommendations to other students/potential future interns

### Summer School

- Description of the institution that hosts the summer school (main research areas, interests, legal form, size)
- Date and duration of the summer school
- Description of the supervision and mentoring
- Portrayal of the summer school's topic and the content
- Suggestions for the University's curriculum with regard to the internship
- Evaluation of the summer school and recommendations to other students/potential future participants

### **Standards of scientific writing apply to the report.**

The front page must contain the following information:

- Name and contact information (e-mail and phone number)
- Field of study
- Student ID number
- Title of the internship or summer school
- The institution of the internship/ the hosting institution of the summer school (including a contact person name, division, phone number, e-mail address and homepage)
- Date and duration of the internship/summer school
- Date of submission of the report

**A copy of the certificate from the internship/summer school and a declaration of authorship must be handed in as well.**

**Please note:**

- The internship report is due after completing the internship.
  - A printed copy of the report must be handed in to the International Internship Manager at the School of Social Science together with a copy of the certificate from the internship/summer school, a statutory declaration and the [Request for Recognition of Internship](#) (double copy).
  - A digital version (pdf) must be sent via e-mail (file name: internship\_report\_surname\_year).
  - If you divided the obligatory internship or the summer school into two blocks (for example two three-week-internships, or two one-week-summer schools, or a three-week-internship plus a one-week-summer school), you may summarize your experiences in one report. The report is only due once all internships/ summer schools are completed.
  - An internship report must be written for any professional work that is approved as an obligatory internship (such as working as a research assistant).
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For further questions please contact the International Internship Manager at the School of Social Sciences:

International Internship Manager  
Room: A 414 in A5, 6, Phone: 0621-181-1942  
E-Mail: [internship@sowi.uni-mannheim.de](mailto:internship@sowi.uni-mannheim.de)

Or come to the office hours ([here](#) you can find the current hours) in A5, A 414