

## MA Applied Linguistics

# Internship Report

### Objective

The internship report serves to reflect on your own experiences by theoretically reviewing the internship activities.

### Formal requirements

The internship report can be submitted to the internship coordinator at any time as a Word or PDF document by email or in printed form. It should be five to seven pages long. Use a standard font size and formatting.

The cover page should contain the following information:

- Internship position
- Duration of the internship (from - to)
- Name of the supervising mentor at the internship position
- Name, student ID number

### Contents

1. Reasons for choosing the internship position
2. Brief description of the internship position (tasks, objectives, target groups, employees, methodological concepts, ownership, financing, etc.)
3. Concise presentation and analysis of your own areas of activity. No comprehensive description of the internship activities in form of a diary or similar.
4. Experiences, observations (What did you learn? Which tasks sparked your interest? What prior knowledge were you able to use and where did you lack knowledge? What did you particularly enjoy and what did you find difficult? How satisfied were you with the internship?)
5. Critical reflection on practical experiences (What could have gone better during the internship? What could the internship institution do better in terms of its organization? What could you have done better yourself (e.g., preparation for the internship)?
6. Highlight the connection between the internship and your studies, the resulting opportunities, and how the internship fits into your personal career prospects.
7. Brief conclusion