



## MA African Studies: Internship and Internship Report

A non-academic internship is one possible activity in fulfilment of the requirements of the module *Applied and Interdisciplinary African Studies* within the *MA African Studies*.

A non-academic internship may be conducted with a state or private organization relating to the occupational fields of *African Studies*. An internship can also be conducted in the framework of a larger research project.

The internship should comprise 150 hours workload (including approximately 10 hours for the writing of the report). This usually corresponds to four weeks' full time activity. The student contracts the internship independently. The respective supervisor (assessor) or the Executive Office of the Centre may assist if required. The student defines the modalities and duration of the internship, as well as tasks and responsibilities with the employer beforehand.

A learning contract with the supervisor (assessor) or the Executive Office of the Centre needs to be established before the start of the internship (format: Internship; form: written report 10-16 pages plus appendix; number of credits: 5 ECTS; assessment: pass/fail; revision: written revision permitted)

### A) Formal guidelines for the internship report

#### length

10-16 pages + appendix  
pages must be numbered

#### cover page

the following information must be included on the cover page:

#### *titel of your report*

(may include the organization where you completed your internship)

#### *your name*

#### *student number*

#### *e-mail address*

#### *University and degree programme*

#### *semester*

#### table of content

### B) Structure of the report

#### 1) Information on the institution

→ *Questions may serve as a guideline*

- Describe the institution or project using your own words.
- What are the objectives of the organization? How does it (try to) achieve its goals and accomplish its tasks?
- What part of the organization did you work in?
- Whom did you work with (in a team?), what position/tasks had the team within the organization?



## 2) Descriptive part

This is the narrative of your activities over the duration of the internship

→ *Questions may serve as a guideline*

- What were your tasks and responsibilities?
- What assignments did you get?
- Where did the internship take place?

## **3) Reflective part**

In this part, you present your personal experience and your evaluation of the organization and your internship.

→ *Questions may serve as a guideline*

- What were your expectations?
- What were your experiences?
- What have you learned?
- How does the internship experience influence your career perspectives – can you imagine working in that sector?
- What does it need to get there?
- Were your expectations met?

## 4) Appendix

Illustrate your work. This can be for instance:

- Memos, action plans, programs you produced in the course of the internship
- a bibliography produced in the course of the internship
- a report or survey produced in the course of the internship
- an article you wrote for a magazine or internal publication of the organization
- pictures or other documentation of a conference you helped to organize/attended

## **C) Style of the Report**

The report is not a full-fledged academic paper. The style can be more fluid and casual but needs to be coherent and of quality. Avoid mistakes in content and grammar. The Centre displays selected reports during marketing events.