

During the **Work Experience Module**, students gain professional skills and qualifications in academic and non-academic fields. They receive credits for professional skills training or German language courses (for international students) and for work experience. Options include:

- serving as an intern in firms or organisations either at home or abroad (e.g., in museums, publishing houses, the media, theatres, cultural festivals, advertising agencies, NGOs, etc.)
- planning and organising an academic event like a student conference, lecture series, film festival, or art exhibition

### **Internship/Work Experience: To Do**

- You are responsible for finding an internship that suits your interests. You may want to check the university's database [KAP](#) listing internship opportunities as well as jobs for students.
- Please note that you need to cover **at least 150 hours of work** according to the module description. This is either 6 weeks full-time (at 40 hours a week) or can be pieced together differently, e.g. over the course of a semester with a part-time internship. Please note that we do not recommend piecing together different internships to add up to 150 hours of work unless there are extenuating circumstances (care obligations etc.).
- Please make sure that your prospective internship placement or work experience you already have is in line with the module profile. [Dr. Anna Rapp](#) is responsible for the module and also available for consultation in advance.
- Do not forget to register for the module in QISPOS and submit your portfolio within the same semester you registered!

### **Portfolio Guidelines**

- Timing:
  - Your portfolio should be submitted as a pdf document at least six weeks before you need the grade to be entered in QISPOS.
  - Please make sure to submit your portfolio during the same semester you registered on QISPOS. The official end of the semester is 31 March/ 30 September.
- Portfolio contents:
  - Your portfolio should include the following:
    - a cover sheet with your contact information and the module information as indicated on the [template](#);
    - a table of contents and page numbers
    - your internship/work experience report of 2,500 words max (see below)
    - the "Eigenständigkeitserklärung" (declaration of academic integrity)
    - a scan of the internship/work experience confirmation which needs to indicate that at least 150 hours of work were completed, this could also be your contract including hours in combination with a letter stating that you finished your work with the organization/company/etc.
- Internship/work experience report contents and structure:
  - Your internship/work experience report is meant
    - to help you develop written communication skills (remember who your audience is);
    - to serve as an archival record of your internship/work experience;
    - to give you the opportunity to reflect on the professional aspects of the internship/work experience and the skills that were learned, perhaps also including what you learned about yourself and how the experience helped you to shape your expectations of a future career;
    - to challenge you to reflect on the initial goals of the internship and how they were (or were not) achieved during the internship
  - In keeping with these goals, please structure the report as follows

- **Introduction** (including motivation for the position, possibly detailing the application process)
  - **Description of Work Environment and Responsibilities** (please include information on the company/organisation and describe your role as an intern/employee)
  - **Reflection** (please include a reflection on the skills that you learned – or had expected to learn, but didn't learn – during your time in the company/organisation; please also include a reflection on the suitability and applicability of the internship/work experience in relationship to our Master of Arts program)
  - **Conclusion** (please close with a few words regarding your take-aways, and perhaps whether you would recommend this company/organisation to others in the program for internship/work experience)
  - **Bibliography/References** (this is not an academic paper, but if you do cite e.g. from websites or other sources, please record your sources correctly in a bibliography; you may choose your preferred style of citation)
- Your grade will be pass or fail. Your portfolio will be assessed based on the following criteria:
- Language/style
  - Structure and clarity of contents
  - Reflection/analysis