

Münster University
English Department
Two-subject Bachelor programme
“Work Experience”
Dr Anna Rapp
anna.rapp@uni-muenster.de

Who may study the module „Work Experience”?

You may only choose this module if all of the following applies to you:

1. You are currently enrolled in the Zwei-Fach-Bachelor with English as one of your subjects.
2. The exam regulations of 2018 apply to you.
3. You are not studying to become a teacher.
4. You are planning your internship to take place in a non English-speaking country
5. You are not studying the Culture and Communication module (“intercultural studies at home”)

Do I have to contact the Student Advisory Service about my internship within “Work Experience”?

Only students who wish to become teachers and need an exemption from the obligatory stay abroad have to contact the Student Advisory Service. As only students who do not wish to become teachers study the module “Work Experience”, you are not required to contact the Student Advisory Service.

Where can I complete my internship?

Make sure to find a business or an organization that interests you as a possible future field of work relating to your study of English. Such fields of work include journalism, theatre or museums, public relations, tourism, international event management and many more. If you are not sure whether your choice fits the requirements of the module, please contact me.

Which requirements do I have to fulfill while interning?

You need to complete 210 working hours within your one internship. This corresponds to approx. 26 full working days. You do not have to be interning full time (approx. 8 hours/day) as long as you make sure that you eventually completed the 210 hours. You may not split the internship into two separate stretches of time.

Which requirements do I have to fulfill to get credit?

You have to register the entire module “Work Experience” (19000) and all its components on QISPOS (19001, 19002, 19010). After the internship, hand in your internship report (2500 words) and proof that you completed the 210 working hours. The latter can simply be a letter or a qualified employment certificate (Arbeitszeugnis) by the company or organization you interned with. As the latter may be useful for future employment, I recommend you try to obtain such a document as a reference for future applications. Both your report and the certificate/letter issued by the company must be submitted via email to anna.rapp@uni-muenster.de by the end of the semester (30.09. or 31.3.).

You do not have to submit an “Intercultural Dossier”. To pass the “Work Experience” (19001) and “Intercultural Studies with Dossier” (19002), simply hand in the proof of having completed 210 working hours. The grade for your internship report (19010) constitutes the module grade. You have to register 19002 on QISPOS (not in LSF) for technical reasons only.

What can I do if my company/organization needs proof that my work experience is part of my course of study?

Please send me your request via email, including a current overview of your grades in English to proof that you have not already completed the internship. I will then provide you with an official document for the company or organization you wish to intern with.

What are the requirements for the internship report?

Format:

- Title page – please check template
- Table of content
- Text (2.500 words)
- If applicable: list of references
- If applicable: appendix
- Proof of academic integrity (“Eigenständigkeitserklärung”)

Content:

The internship report goes beyond describing individual tasks performed during the internship. It links the students’ academic career with “the real world” and includes their personal reflection on both what they learned during the internship and on how this might help shape their idea of a future career.

The guiding question of the internship report is not so much “What did you do during your internship?”, but rather: “How did your internship help you develop an idea of a future career?”

Organization, Presentation and Language:

A good internship report is organized in a logical way. There is a distinguishable red thread that the reader can follow easily. The length of the report corresponds to the limit given. Cover page, numbering system, lists, and general formatting help the reader to navigate the text easily. The writer uses a wide range of grammatical structure and vocabulary correctly. If the internship includes pictures or other material taken from elsewhere, the sources are given according to academic standards.

Even though the internship report differs from the other written assignments completed during the study of English, it is still a piece of academic writing. A possible way to structure your internship report could look like this:

- Introduction (including motivation for the position, possibly detailing the application process)
- Description of Work Environment and Responsibilities (please include information on the company/organization 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 did not learn – during your time in the company/organization; please also include a reflection on the suitability and applicability of the internship/work experience in relationship to our Bachelor of Arts program)
- Conclusion (please close with a few words regarding your take-aways, and perhaps whether you would recommend this company/organization 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)

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