

Guide to Writing an Internship Report

1. Aims

- The report should give an impression of the (business or intercultural) environment in which the work was carried out, the nature of the work itself, and the nature of the learning environment
- The report serves as a reflection on one's own experiences → an account of what one experienced and learnt during the work placement.

2. Structure and content

- Text that is as objective as possible, based on your own specific observations
- A sober, factual presentation → your own assessments are permitted, but must be clearly identified as such
- A precise description should provide reliable information to uninvolved third parties
- Trade secrets do not belong in the report, so please clarify in advance whether company material may be quoted in the report
- The report should be divided into three sections: introduction, main body and conclusion.
- Introduction:
 - Your own motivation for the internship
 - Reasons for choosing this internship and an explanation of how you came to choose it (How did you find the placement? How did the application process work? ...)
 - Your own expectations and objectives ahead of the internship
- Main Body:
 - Introduction to the institution/company (and, where applicable, the placement organisation...): location, profile (products, services), and, where applicable, a brief reference to its history
 - Industry, market, customers, number of staff, staff structure, department (in which the placement was undertaken)
 - Chronology of events, description of activities:
 - Supervision arrangements within the organisation (the intern's role within the team, ...)
 - Description of a typical working day/typical tasks, including a description of the project where relevant

- How was the knowledge acquired during your studies put into practice? What problems arose in the process?
- Notable outcomes of the work
- Results/evaluative conclusion
 - Whilst the main body requires an objective account, the conclusion may include a personal conclusion
 - Description of the insights and skills gained
 - Reflection on one's own actions: What went well/what did not go well? Were the expectations set out at the beginning met?
 - Description of the personal significance of the events
 - Perspective on any changes in one's perceptions of the relevant career profile and on future work (outlook)
 - Relation to one's degree programme

3. Formal requirements

- Submit only one PDF file (including all supporting documents)
- Length: approx. 5 to 6 pages plus supporting documents
- Compliance with the TU Dresden corporate identity
- Font: Noto Sans, 12 pt, 1.5 line spacing in the main text; if footnotes are included, these must be formatted in 10 pt and with single line spacing
- Cover page containing the following details:
 - Name of the university, faculty and department
 - Winter/summer semester 20...
 - Name of the academic advisers
 - Title: 'Report on the Internship at ... [name of institution]'
 - Personal details: surname, first name, date of birth, TUD email address, both degree programmes, semester of study, student number
 - Submission date
- If reference is made to external material, a bibliography may be included in addition to the citations in the footnotes, but this is not mandatory
- Additional material (images, graphics, work samples, etc.) may be included in an appendix; however, copies of the evidence relating to the placement must always be attached at the end (e.g. placement certificate, etc.)
- If the report is being written as part of a degree in English and American Studies, it must be written in English