

Guidelines of the module „subject-specific internship“

Module name: 86420

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1. Goal and content

- Through the practical activity (internship or working student position), students are given the opportunity to deepen their previously acquired specialist knowledge in a practice-relevant context and to practice its application.
- Students gain first insights into and knowledge of future professional fields.
- The students deepen their own social skills.
- Students complete the practical activity in business, administration, research institutions or other organizations of any kind.
- After completion of the practical activity, the students work up the activity contents in a theory-based manner using scientific working methods.
- The Career Service of the School of Business, Economics and Society is responsible for the organizational and content-related supervision.

2. Modalities

2.1 Placement of the module in the study program

- The module can be attended by Bachelor students at the School of Business, Economics and Society from the 3rd semester onwards.
- The crediting options vary. In most cases, the module is assigned either to the "elective modules", the electives of the focus or the "Studienrichtung".
- **Please check yourself using the module handbook to what extent you can use the module in your study program/ focus!**

2.2 Job requirements

- For the module, practical activities can be credited as part of an internship or a working student position. The practical activity can also be completed abroad.
- The Career Service staff will check the relevance of the tasks of the internship/working student position. This is fulfilled if it is an activity suitable for the degree program.
- The internship can be either full-time (8 weeks) or part-time (equivalent to a 35-hour week). It can be split into a maximum of two internship positions! Each internship position must be at least 4 weeks long (full-time or part-time equivalent to a 35-hour week). Both parts of the internship must be completed within one year.
- Working student positions can be credited from a weekly working time of 10 hours. A total of 280 working hours must be completed (corresponds to an 8-week full-time internship).
- An internship can be combined with a working student if both are completed in the same department of the company. In this case, a total of at least 280 hours per week must be completed. Both parts of the practical activity must be completed within one year.

- Student assistant positions or tutorial activities at the University of Erlangen-Nuremberg cannot be credited as practical activities. Admission to the module requires an external activity.
- Internships and working student positions already completed cannot be credited. -. Special case: If the last day of the practical phase was not more than 3 months ago, crediting with a shortened processing time for the internship report is possible (see section 2.3).

2.3 Application for admission to the module

- The admission to the module is applied for at the Career Service by mail (wiso-career-service@fau.de). The application requires a submission of the "[Antrag auf Zulassung zum Praktikumsmodul \(bilingual version\)](#)" and a copy of the employment contract (proof of duration and weekly working hours of the practical activity).
- The working hours for the acceptance of the practical activity start with the day of the application for admission to the module.
- If a working student positions' contract does not comprise the duration of 280 working hours, then the contract extension must be submitted as soon as possible for final admission.
- The application for admission **must be submitted before the last day of the practical period** to be credited. It is not possible to credit practical phases that have already been fully completed. (Exception: if the end of the practical phase was less than 3 months ago, a retrospective application is possible. However, in this case, the number of days between the last day of the practical phase and the submission of the application will be subtracted from the 3-month deadline for the internship report).

2.4 Examination of the module: internship report

- The examination of the module is an ungraded internship report, which reflects the practical activity in a theory-based manner (for details see chapter 3).
- With passing the report 5 ECTS are acquired.

2.4.1 Time for preparing the report

- The time for preparing the report is three months, starting with the end of the crediting period. The Career Service provides the exact deadline with confirming the admission.
 - If the deadline is within a "semester on leave", the deadline is extended by six months. The semester on leave must be proved by a certificate of the semester on leave. Semesters on leave may be requested from the "Studierendenverwaltung" in Erlangen.
 - If the required duration of the internship of 8 weeks is split into several party, then the end of the last practical activity is considered the deadline.
 - In the case of a working student position, the last day of fulfilling the 280 working hours is considered the deadline.

- In addition, the following dates must be noted:

Crediting of the module in a **winter semester**:
 Submission of the report on **february 28 at latest**

Crediting of the module in a **summer semester**:
 Submission of the report on **august 31 at latest**

- Reports that have been graded "failed" must be repeated in the next semester in accordance with the examination regulations. Submission in the following semester is February 28 or August 31 at the latest.

2.4.2 Registration for and rescission from the examination

- The registration for the examination by the students is via campo in the semester in which the module should be credited. Thus, the practical activity and the submission of the report are not necessarily in the same semester.
- The Career Service must be informed about rescission from the examination by mail three working days before the deadline at the latest. Reports that are received after the deadline or are not submitted at all will be entered as "failed".

2.4.3 Submission of the internship report

- The report can be submitted on the first day after the end of the crediting period at the earliest.
- The report must be submitted to Career Services as a printed version (stapled; binding not required) and a digital version (PDF) by mail.
- Proof of employment ("[Beschäftigungsnachweis](#)") must be submitted with the report. The proof of employment confirms that the practical activity has been completed fully.
- The Career Service will always enter the examination results at the end of the semester.

2.5 Further information

- The Career Service at the School of Business, Economics and Society does not arrange internships or work-study positions. Students who wish to attend the module are responsible for finding a suitable job themselves. As part of its advisory and information activities, the Career Service can only support the job search (e.g., via the Career Service job exchange "Stellenwerk").
- If required, the Career Service issues a certificate confirming that the practical activity is being completed as part of a voluntary module with ECTS acquisition.

3. Preparation of the internship report

The requirements for the internship report are listed below. Adherence to these requirements usually leads to a pass in the examination and is recommended for this reason.

3.1 General information on the requirements of the report

- The report reflects the practical activity on the basis of a scientific theory or concept.
- The report meets the standards of a scientific paper with regard to formal and content criteria.
- The report is written in German or English.
- The report comprises a text body of approximately 2,800 words. The body of the text includes the introduction, the main body and the conclusion. Deviations from the required length of up to +/- 10% are tolerable.
- The report is formatted in Times New Roman font, font size 12 in justified type with 1.5 line spacing.
- The report is not a “field report”. The report is to be written from a higher perspective (3rd person) and not from a first-person perspective.

3.2 Structure of the report

- The report is structured as follows:
 - Cover Sheet
 - Blocking Note (if applicable)
 - List of Figures and Tables, List of Abbreviations (if applicable)
 - Table of Contents
 - Text Body
 - References
 - Affidavit
 - Appendix (if applicable)
- The report must be clearly structured with a table of contents listing the chapters and subchapters with page numbers.
- The table of contents must also include the references and, if applicable, a blocking note, list of figures and tables or list of abbreviations as well as the affidavit.

- **Example of a list of content**

(Blocking Note)

(List of Abbreviations)

(List of Figures)

(List of Tables)

1. Introduction

2. Tasks during the internship in the ZZ-AG

3. The theory of XY and its application in the XX-department of the ZZ-AG

3.1 Basic statements of the XY-theory

3.2 Application of the XY-theory in the XX-department of the ZZ-AG

3.3 Critical reflection of the application of the XY-theory

4. Summary and conclusion

References

Affidavit

- Each chapter or subchapter must be reflected in the table of contents.
- The headings in the table of contents must match the headings in the text body of the report. The same applies to the page numbers.
- The list of figures, tables, and abbreviations is not listed until there are three or more nameable items. Common abbreviations (e.g., etc. or similar) are not listed in the list of abbreviations.
- The decimal numbering is used most frequently. Care should be taken to ensure that the last digit of the numbering (except at the top level of outline) always ends without a period.
- Due to the brevity of the report, chapters up to the second outline level (1.1, 1.2, 1.3,...) are usually sufficient.

3.3 Information on content-related requirements

The requirements for the individual content elements of the report are explained below.

3.3.1 Introduction

- Introduction to the topic of the report
- Motivation for the internship
- Mention of the employer and duration of the internship.
- The introduction should not exceed 10% of the text body of the report.

3.3.2 Description of the tasks during the practical activity

- Details of the company or the specific department in which the practical activity was completed.
- Explanation of the tasks undertaken during the practical activity.
- This chapter should not exceed 25% of the text body of the report.

3.3.3 Critical reflection of the tasks on the basis of a scientific theory

- Explanation of a scientific theory
 - This chapter should not
 - make reference to the lectures of the degree program
 - only define terms
 - explain internal company practices/ documents
 - As a theoretical basis, existing scientific theories, models or concepts can be used that relate thematically to the tasks during the internship.
 - Thematic focuses can be set, not all tasks from the internship have to be reflected in the theoretical basis (e.g., only a certain project that was worked on or the main task during the internship could be dealt with).
- Linking the theoretical basics with the tasks in the practical activity
 - The aim here is to link the scientific theory/ concept described previously with the experience gained during the internship. Work processes in companies are often based on theoretical concepts that were already addressed in the degree program.
 - Are the theoretical principles described implemented in the company?
- Reflection and discussion of theory and tasks
 - After theory and tasks have been linked, this should then be reflected critically.
 - Are there differences or similarities between the scientific theory/ concept and the application in the company? Which ones?
 - Are there any problems with the application? Which ones?
 - Are there opportunities for improvement? Which ones?
- The content preparation based on the scientific theory/ concept is the main part of the report. Therefore, this chapter should make up about 55% of the length of the report.

3.3.4 Summary and conclusion

- Brief summary of the most important findings from the main part of the report.
- Reflection on the professional and further competencies (e.g., soft skills) acquired through the practical activity.
- Reflection of the learned contents with regard to the application of study contents and relevance for the professional future.
- This chapter should not exceed 10% of the body text length of the report.

3.4 Information on references and citation

- The report is a scientific paper in which all statements must be supported by scientific references.
- Scientific references are, for example: textbooks, scientific monographs, collective works as well as articles from relevant professional journals.
- Scientific references are not, for example: lecture notes, encyclopedias, internal company documents
- A total of at least three scientific references must be cited
- Tips for searching scientific references:
 - Use different search channels: FAU OPAC, Google Scholar, references used in already found articles, ...
 - Use German and English search terms
 - Try different synonym
- All references must be properly cited:
 - APA is to be used as the citation style. Corresponding documents can be found on the [homepage](#) of the Career Service.
 - It can be helpful to use a citation program (Citavi, EndNote, or similar). A campus license exists for Citavi.
 - In addition to the short citation in the text body, a complete list of references according to APA guidelines must be included.
- The FAU library offers a comprehensive range of courses and books for scientific work and research.

3.5 Template for the cover sheet

Faculty of Business, Economics, and Law of the Friedrich-Alexander-
Universität
School of Business, Economics, and Society

Career Service of the School of Business, Economics, and Society

Internship report Module „Subject-specific Internship“

Module name: 86420

Name of company:

Address:

Supervisor:

Period of internship:

Author

Last name, first name:

Address:

Phone:

E-Mail:

Matriculation number:

Degree program:

Semester:

Submitted on:

Crediting in semester:

3.6 Template for the affidavit

I hereby declare that I wrote this internship report 'TITLE OF REPORT' independently and without outside help and did not use any sources or aids other than those declared in the report. The work has not been submitted in the same or similar form to any other examination authority and has not been accepted by them as part of an examination. In addition, I confirm that I worked the full number of working hours specified in the application for admission for the module.

Signature

Date

4. Possibility of revising the internship report

- If you write the report in the semester with the last exams of your studies, we offer you the possibility to submit the report earlier, receive feedback and to revise the report again. In this way, you can usually avoid a "failed".
- This first version of the report must meet the standards as if the report is to be graded. We are happy to give tips on how to improve your report, but we do not tell you how to write the report!
- If you want to make use of this offer, please send us the first version (printed and digital), a document with an overview of the registered examinations and your already completed exams. These documents prove that you are in your last semester.
- We must receive the first version 4 weeks before your deadline at the latest, or 4 weeks before the August 31 / February 28 deadline. In case of doubt, please ask! After submission, you will receive feedback on your report within two weeks.