



SQM Report Guidelines

SQM Report

American Studies Leipzig strongly encourages students to study abroad or pursue an internship and thus has created a Professional Skills Module (SQM) for Study Abroad/Internships for both the BA and MA. In order to receive full credit (10 LP), you will need to write a final SQM report.

Your report should include a description as well as an analysis of your study abroad/internship experience. The following questions may serve as a guideline:

- Why did you decide to study abroad/pursue an internship?
- How/where did you apply for your study abroad/internship?
- How did you fund your study abroad/internship?
- What courses did you take at your host university? What were your responsibilities at the company?
- What other interests/activities did you pursue (for instance, extracurricular activities)? What other tasks/projects did you complete (for instance, the preparation of a conference or fair)?
- How did you benefit from your study abroad/internship experience personally, academically, and professionally?
- What advice can you give to students who are considering studying abroad/pursuing an internship?

Procedures and Deadlines

There is no specific deadline for handing in the report. Therefore, you should make sure to meet your supervisor and agree on a date with him/her early on in the term. In general, reports are handed in by the end of every term.

Format and Length

The report may be submitted in English or German. Individual instructors may stipulate you use either of the two.

Your report should be about 3,000-3,500 words, excluding notes and bibliography. This is roughly 8-10 pages of text in 1.5 spacing. Unless your supervisor requires you to use a different style sheet, formatting and quotation style must consistently follow the MLA, APA, or Chicago Manual of Style.