



Bachelor of Arts

Professional Development Module (SQM)

Internship Equivalent

The BA in American Studies at the University of Leipzig allows students, under certain criteria, to earn credit for an internship in lieu of taking courses for a SQM. These conditions are that the student receives approval ahead of time for the proposed internship, undertake an internship of about 240 hours, and then write a report assessing how the internship has helped improve the student's employability and intellectual development.

The criteria are explained in more detail below.

1). Receiving Approval of the Internship Ahead of Time. This is estimated to take about 20 hours of student work.

Students need to write a circa three-page "internship proposal" in which they outline:

- Where the intended internship will take place, when, and for how long. Contact information for the internship should also be included.
- Short description (around a paragraph) of the selected internship institution.
- Anticipated responsibilities during the internship.
- Why this internship has been sought, and how it relates to the student's intellectual interests.
- An assessment of how the internship will develop your professional skills. Please define which professional skills you anticipate to practice and develop (based either on what you learned during the module iTASK or what you have learned elsewhere).

The proposal can be submitted to Tobias Schlobach at tobias.schlobach@uni-leipzig.de.

*The proposal must be approved before the student starts the internship.

2). An Internship With Approximately 240 Contact Hours.

The student is responsible for providing evidence that they have conducted an internship with approximately 240 hours of contact hours, or actual direct work with the organization in question. So, assuming 20 hours per week, for example, this would entail an internship lasting some 12 weeks. Proof should be provided with a letter in which the student's immediate internship supervisor confirms that the student did an internship for approximately 240 hours. The word "approximately" means that 230 hours or more would also suffice.

3). Write a report assessing how the internship has helped improve the student's employability and intellectual development. This is estimated to take about 40 hours.

After the student has successfully completed an internship and has met all the requirements above, he/she needs to hand in a written report. The report should be about 3,000 – 3,500 words, excluding notes and bibliography, that is approximately 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. It should address the following issues:

- Why did you decide to pursue an internship?
- How/where did you apply for your internship?
- How did you find your internship?
- What were your main responsibilities at the company?
- What other tasks/projects did you complete (for instance, the preparation of a conference or fair)?
- How did you benefit from your internship experience in your personal, academic, and professional development?
- What kind of skills have you acquired that are specific to the job field and will be necessary for future employment?
- How has the internship helped to improve your employability/to achieve your career goal?
- What positive and negative aspects of the internship can you assess?
- What advice can you give to students who are considering pursuing an internship?



Institute for American Studies

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The report should include a **time sheet** listing hours worked on each day. This sheet should then be signed and stamped by your immediate supervisor. The report should also include a letter from your immediate supervisor providing an **evaluation of your work and performance** during the internship. The report is due 30 days after the internship is completed. Both internship application and report should be submitted in hard copy to Tobias Schlobach and simultaneously to the Internship Coordinator's Office electronically at asl-internship@uni-leipzig.de.