



Master of Arts Professional Development Module (SQM) Berufspraktikum/Professional Internship

The MA in American Studies at the University of Leipzig allows students, under certain criteria, to gain credits for a completed internship. Students can do an internship as part of the Schlüsselqualifikationsmodul Berufspraktikum. In order to receive credits, the following criteria need to be met:

1.) A clear connection between internship and career plan has to be drawn

In order for MA students to gain credits for their internship, the students need to explain how the internship fits explicitly into their career plans. While students at the BA level can pursue an internship according to their broader personal interest, MA students should have developed a clear career plan at this stage of their studies. The professional interest of the student should thus be reflected in the student's choice for an internship. During the internship the student should acquire skills that are specific and necessary to the professional field the student plans his/her career in.

2.) Receive approval ahead of time for the planned internship

Students need to write a short "internship proposal" (circa five pages) in which they explain how the internship is connected to their career plans and relates to their professional development (see criteria at 1).

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

3.) Complete an internship with approximately 240 hours

The student is responsible for providing evidence that he/she has conducted an internship with approximately 240 hours of contact hours, or actual direct work with the organization in question. So, assuming 40 hours per week, for example, this would entail an internship lasting 6 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.

4.) Write a report about your internship experience

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?

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.