



Konstanz, November 2016

Guidelines internship – Sport Science Department

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Guidelines and regulations for internships
Bachelor (B.A./B.Sc.) & Master (M.Sc.)

1. Regularities and period of internship

According to the examination regulations (B.A./B.Sc. - Modul 9/8; M.Sc. – Modul 6) students have to complete an internship of at least 8 weeks (B.A./B.Sc. students are allowed to split the internship into two parts of at least 4 weeks).

The internship can be completed at any private or public institution in Germany or abroad. The choice of the occupier is free but the field of action must be close to the field of the future career. The decision whether the requirements are fulfilled is subject to the student advisor and must be discussed beforehand (in case of uncertainty).

The form for the certificate of completion can be downloaded at

<https://www.sportwissenschaft.uni-konstanz.de/service-und-beratung/dokumente-und-formulare/>

(Certificate of completion_Internship). The form must be filled in and signed by an official of the institution/company at the end of the internship. Subsequent it must be handed in and signed by the student advisor and will be passed on to the secretary (Mrs. Zeller).

An overview of institutions and companies, where internships were completed successfully, can be found in ILIAS (folder: Praktium) or asked for during the office hours of the student advisor. For registration purposes to the ILIAS folder the student advisor must be contacted.

2. Internship report

After successful completion of the internship students are required to write an internship report which must be written according to the standards of the sport science department

<https://www.sportwissenschaft.uni-konstanz.de/service-und-beratung/dokumente-und-formulare/>

and must contain information about specific fields of action of the internship. It must be precise (ca. 8-10 pages) and written according to the following outline.

1. Overview (see attachment: Overview)
2. Information in general (institution, location, concept, etc.)
3. Projects, case studies (specific content of covered projects)
4. Field of action (tasks, etc.)
5. Discussion and personal reflection (see: Guidelines self-reflection)
6. Summary and conclusion

If the internship was split into in two parts two complete internship reports must be written (6-8 pages).

3. Certificate of performance

The internship report is ungraded but required as certificate of performance. It has to be handed in **digitally** by sending it to the student advisor who decides if the report meets the requirements or not.

The "Certificate of completion_Internship (filled)" and a successfully passed internship report are necessary to get the signature of the student advisor for meeting all the demanded requirements.

In case of unclarities please contact the student advisor for further help.

Important

Please note that the approval of the internship report may take up tot wo weeks. Therefore, all required documents should be handed in at least **2 weeks** before expiry of the deadlines (30.10. & 30.04.)

Konstanz, November 2016

Attachment

- 1. Overview**
- 2. Guidelines self-reflection**

Overview

Field of internship:

-

Occupier and internship mentor:

-

Location:

-

Duration:

-

Payment (Yes/No):

-

Number of employees of your company/institution (ca.):

-

Miscellaneous (e.g. rent price level at internship location):

-

Personal rating of the internship (prose)

How do you rate the internship (general assessment)?

-

How do you rate your gain of knowledge during the internship?

-

How relevant was the internship for your desired job?

-

Did you feel well cared for during the internship?

-

Miscellaneous?

-

Guidelines for self-reflection

State your answers and try to be as appropriate as possible (in a content orientated manner). The following questions are possible topics ("guiding system") and can be extended or shortened according to individual experience.

How do you rate your gain of knowledge for your intended career?

Could you use your theoretical knowledge during the internship? Explain how and name examples. Describe also in reverse, where the theories and models you have learned have been not detailed enough to find meaningful application. Could you deduct anything from those theories and models?

How do you assess your gain in experience regarding working/interacting in a company or institution?

Which topics/fields of action would you have dealt with more extensively/less extensively?

What was your highlight and your lowlight during the internship?

Have your personal expectations been fulfilled?

What do you personally conclude as a result of the internship? How are you/will you be able to incorporate this into your further course of studies/choice of future career?