

## Instructions for Writing the Internship Report (*Erfahrungsbericht*) Internship Abroad supported by Erasmus+

The following guideline is an assistance to create the internship report of your internship abroad. Please send the report via e-mail (word and pdf-file) to: [praktikum@uni-kassel.de](mailto:praktikum@uni-kassel.de). A printed version of the report is not required.

With the submit of your experience report, you agree to publish the report at the Moodle-Course „Erfahrungsberichte Auslandssemester/-praktikum“ of the International Office. Students, who are interested in a stay abroad, can profit from your experience. If you have any concerns about the publication of your experience report, please contact us.

**Attention:** Please, do not write your name or any other personal data in the report, so that it remains anonymous. You can choose to allow the International Office to pass your email on to interested parties by checking the small box “Yes” on the cover page to the report (see the other document, “Cover Page”).

### Writing Instructions for the Internship Report:

- Page Requirement: 3–5 pages
- Text Format: Calibri (size: 11) or Times New Roman (size: 12)
- Line Spacing: 1.15
- Full and Complete sentences, Paragraph Form
- Must be completed in a Word/Open Office document and then converted in PDF form → send us both formats

### Steps to Completing the Internship Report

#### 1. Cover Page to the Internship Report

Please complete the *Cover Page* to the Internship Report form and add the report behind it. The Cover Page is available on our website.

#### 2. Main part (2–3 pages)

These are suggestions! You are welcome to add other things that you consider to be of interest. Make sure to add “chapter headings” for each section.

Describe what you did to prepare for the internship abroad:

- How did you begin looking for an internship (and how far ahead did you apply)
- Looking for accommodation
- Is there anything that students should be aware of (in terms of the country, city, company, field of work, etc.)

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Describe the time you spent abroad:

- Describe the institution, and some of the tasks that you were given
- A general day while working in the foreign country
- When not working/studying, what was life and free-time like
- ...

### 3. Summary (~1/2 page)

- Would you recommend an internship in this institution to other students? If so, why? If not, why not? Would you recommend doing an internship in this city/country? Explain.
- When describing the experience you had, how useful do you think it would be for you in the future?
- ...

**Attention:** To help other students understand what the experience abroad was like, you are welcome to include 1 to 3 pictures. In this case, you automatically pass on the copyrights. Please note that pictures that show persons may not be published, since no declaration of consent is available!