Internship Report

The internship report consists of three parts:

1. **General Information**: Please fill out the sheet below.

2. **The Detailed Report Itself** (4-6 pages): Please answer the questions below.

3. **Internship Reference/Certificate**: Please attach a copy when submitting the report.

1. General Information

|  |  |
| --- | --- |
| Student Name:       | Matriculation Number:       |

## Internship Details

|  |
| --- |
| Organization:       |
| Supervisor:       |
| Working Hours:       hours [ ]  daily/[ ]  weekly/[ ]  monthly This corresponds to a [ ]  part-time/[ ]  full-time position. |
| Remuneration:       |
| Main Tasks:       |
| Dates:Start:       End:      [ ]  during term [ ]  outside term  | Language:[ ]  English [ ]  German [ ]  Other  |

## Crediting Details

[ ]  5 ECTS (2 weeks full time) [ ]  10 ECTS (5 weeks full time)
[ ]  15 ECTS (8 weeks full time) [ ]  25 ECTS (12 weeks full time)

Student Date

2. Report

## 2.1 Detailed Description

What did you do? Describe the organization and your tasks (2-3 pages):

## 2.2 Personal Reflection

What did you learn? Reflect on your learning experience, personal growth, realizations etc. (2-3 pages):