



# INTERNSHIP REPORT GUIDELINES

## M.A. Applied Linguistics

Department of English, American, and Celtic Studies  
University of Bonn

2022

### 1. Introduction

“Professional Training” is a mandatory module in the MA program “Applied Linguistics”. While this module is listed for the second semester in the structure of the program (for purely technical reasons), it can be **completed in any semester**, including the inter-term breaks. The required duration is **seven weeks full-time or 300 hours**, to be completed as a rule in one internship, or, on application, in two internships.<sup>1</sup> Appropriate internship placements should be **discussed with Hanna Bruns, M.A. (and/or Prof. Dr. Svenja Kranich)**. Previous students in our program have explored many different areas and found internships at places ranging from research institutes and libraries to student exchange programs and language schools in a broad variety of fields such as PR & marketing, media & journalism, publishing, politics, language teaching, speech therapy, computer linguistics, private tuition/tutoring, and translation. Students are required to write an internship report. Successful completion of this module earns 6 credit points.

The internship report **must be accompanied by an official certificate** (signed, stamped, and with letterhead) issued by the organization, institution, or company offering the internship, minimally specifying the time and duration of the internship, and the activities, tasks, and projects, etc. the student was involved in. The certificate may include further relevant information and possibly also an assessment of the student’s performance.

### 2. The internship report

The internship report consists of two parts: a documentation part and a reflection part. In the documentation part, all relevant factual information concerning the internship is specified (see 2.1.). The reflection part (see 2.2.) includes an evaluation of the internship, specifically the personal experience and development of the student. The cover page of the report provides the same kind of information which is included in the title page of a term paper. The basic formatting of your internship report should follow the formal appearance guidelines for term papers (ch. 1.3, [Term paper and thesis guidelines: Linguistics](#))

#### 2.1. The documentation part

The documentation part of the internship report deals with the factual information of the internship, such as where the internship was completed and how long the placement was. In this part, all relevant information about the internship needs to be specified. For the

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<sup>1</sup> Special arrangements regarding the splitting of placement during the internship can be made in consultation with Ms. Bruns.



documentation part, we have a template PDF that you only need to fill out. For this part, bullet points are sufficient, sentences are appreciated for the longer answers, though. In order to save the document as unchangeable, you have to digitally sign the document. You can find the template here:

[https://www.applied-linguistics.uni-bonn.de/en/uploads/downloads/studying/resources-for-students/template\\_internship\\_documentation](https://www.applied-linguistics.uni-bonn.de/en/uploads/downloads/studying/resources-for-students/template_internship_documentation)

## 2.2. The reflection part

The purpose of this part is to critically assess the internship. Specifically, this includes addressing the questions below. While all of these questions should be addressed in this part of the report, answers should not be numbered. Instead, all questions should ideally be answered by providing a coherent text. This text should close with a summary of your reflections and not be longer than 1000 words (roughly two A4 pages). Questions to be considered and answered are the following:

- (1) Why did you decide to do your internship in this particular field? Explain your motivation.
- (2) Why did you decide to do your internship in this particular organization/institution/company? Give your reasons.
- (3) What were your expectations before the internship began?
- (4) Were your expectations met or were you disappointed? Explain your answer.
- (5) How did you like the tasks, activities, projects, etc. you were involved in? Why?
- (6) What was new or surprising?
- (7) How is your internship relevant to your studies?
- (8) Which qualifications did you acquire? What have you learnt? Be specific.
- (9) Who do you want to be in the future?
- (10) How is your internship relevant to your professional future?
- (11) Has the internship modified earlier plans for the future? How?
- (12) If you had to do it again, would you do your internship in the same field? Give reasons.
- (13) If you had to do it again, would you do it in the same organization/institution/company? Give reasons.
- (14) Would you recommend the organization/institution/company to prospective interns? Give reasons.
- (15) Add any further experience or assessment you consider worth mentioning.

## 3. Submitting the internship report

The internship report as well as the official certificate issued by the organization, institution or company offering the internship is to be submitted as hard copy (i.e. paper version) and electronically to Prof. Dr. Svenja Kranich and Hanna Bruns, M.A. (mailto: skranich[at]uni-bonn.de and h.bruns[at]uni-bonn.de).

Any feedback on these guidelines is welcome (mailto: bael[at]uni-bonn.de).