

GSP internship form



This form is also available online at: <https://www.gsp.uni-freiburg.de/>

Student information

| | |
|------------|--|
| Name: | |
| - Phone: | |
| - Address: | |
| - Email: | |

Internship information

| | |
|---------------------|--|
| Position title: | |
| - Start/end date: | |
| - Duration (weeks): | |
| - Hours per week: | |

Employer information

| | |
|--------------------------|--|
| Name of the institution: | |
| Supervisor name: | |
| - Email: | |
| - Phone: | |
| - Address: | |

Important information for the employer

Please confirm that the internship was completed. Please use your **institutional letter-headed** writing paper and please sign and stamp your letter.

The internship is a compulsory part of the study programme. Please mention or shortly comment on the following items:

- time period of the internship and hours of work per week the student worked for your institution
- job duties and responsibilities of the intern
- quality of the preparation of the *Global Studies* intern for the job

Thank you for your kind cooperation. If you have any further question, please do not hesitate to contact us (for further information on the GSP programme and contact address, see www.gsp.uni-freiburg.de).

General information

Extract: Study Programme MA in Social Sciences (Global Studies Programme); approved at the University of Freiburg, 08.02.2002, p. 5:

Internships are compulsory. They comprise practical work in public or private institutions through which students will gain insight into the organization and operation of a career in a societal field which they might seek at a later stage.

Internships shall cover a **minimum period of 6 weeks** and shall be undertaken during the break of approx. five months *between the third and fourth semester*. Students will gain **4 ECTS credits** (European Credit Transfer System) for the successful completion of their internship. This means the internship must comprise at least 110 working hours.

On completion of the internship, a **report** must be submitted which reflects the social scientific dimensions of the field of work during the internship. Employers must confirm that the internship was completed.

STRUCTURED REPORT

1. What are sociological, political, or ethnological issues encountered through your internship? Please reflect the social scientific dimensions of the field of practical work during your internship.

2. What are the skills and 'know-hows' that you have identified being used by you and your co-workers in your organization?

3. Please provide a description of the institution where you have done your internship.

| | | |
|---|------|-----------------------------|
| 4. Please fill out the following timetable. | | |
| | Week | Job duty and responsibility |
| | 1 | |
| | 2 | |
| | 3 | |
| | 4 | |
| | 5 | |
| | 6 | |
| | 7 | |
| | 8 | |
| | 9 | |
| | 10 | |
| | 11 | |
| | 12 | |
| Further comments on your internship activities: | | |
| | | |
| 5. With what objectives did you approach the internship experience? To what extent have these objectives been fulfilled? | | |
| | | |
| 6. How and why is your internship experience relevant to the Global Studies Programme? | | |
| | | |
| <p>The following details will be used for the GSP internship database and will be accessible to future GSP batches. Please keep this in mind when formulating your answers, do not disclose any personal or sensitive information.</p> | | |
| 7. Please provide a mini entry of your internship for the GSP internship database. | | |
| Institution / Homepage | | |
| Your work (2 mini-lines) | | |

| | |
|---|--|
| Personal evaluation: How was the work atmosphere? Were you included and instructed well? | |
| Job prospects: How are the chances of being offered a job at this institution after completing an internship? | |
| Profile of the staff: How many people work there? Are they fixed-term? Are new people hired regularly? What kind of background does the current staff have? | |
| Application: How easy was it to get the internship? Did you apply to an internship offer that was posted by the company or did you submit an unsolicited application? How are the chances for future GSP students to get an internship there? Do they regularly have interns? | |

Please sign and submit the document via email to gsp@mail.uni-freiburg.de by November 30th. Thank you.

Place and date:

Your signature: