



Suggestion for the structure of an internship report in the context of a portfolio module

(Maria Gerster-Bentaya, November 2018)

Introduction – module requirement

You decided to do an internship and use it as a portfolio module. The following pages provide some guidance for the elaboration of the report as the document that is submitted for the ETC recognition.

Module description

According to the Portfolio module master (3000-410) description the requirements are as follows:

“In the portfolio module, between 1 and 7.5 ECTS credits can be achieved with one or several assignments. The following will be recognized as assignments with ECTS credit points (guideline: 30 hours = 1 ECTS credit): - industry / government agency / company internship. Suitable areas / industries / companies are those operating upstream and downstream of agricultural production. Internships in agricultural production itself (i.e. on-farm) cannot be credited. Example for 6 ECTS credits: 20 working days of internship work + a written internship report of 20 pages.”

If you decide to select a mentor from the department of rural sociology, we recommend for the report the following structure:

Structure – a suggestion

1. **Motivation** for doing the internship
 - a. Why an internship? Why this type of internship?
 - b. What did you expect to learn, to do?
 - c. Why in the organisation you have chosen? How did you make contact?
 - d. What is the relation to your studies?
2. **Objectives** of the internship (e.g. as stipulated in the contract)
3. **Description of the organisation and department**
 - a. Description of the overall organisation (vision, mission, objective, services / products, size, structure, ...)
 - b. Description of the respective department(s) in which you did your internship
 - c. Working procedure, mentality,...

4. Realised **activities**

- a. Evtl. starting with an overview (table, gant chart, ...)
- b. Describe activities more in detail (what did you do, with whom, how, what was the context; if you had to do the same activities again, what progress in conducting the activities could you observe yourself?
- c. What competences (knowledge, skills from your studies) could you apply ?
- d. What did you learn during the realisation of the different activities?
- e. What were your (major) challenges in fulfilling the activities / duties / responsibilities?

5. **Reflections, conclusion and lessons learned**

- a. Looking back to the overall time you spent for the internship:
 - i. What did you like most?
 - ii. What were major challenges?
 - iii. what are your main learnings?
- b. Critical assessment of the internship; Usefulness / utility
 - i. For the rest of your studies?
 - ii. For your professional future career?
 - iii. For your life in general?
- c. Recommendations
 - i. If you had to do the internship again, what would you do differently?
 - ii. If somebody else would do the internship in the same or similar organisation, what would you recommend to this person?

Closing remarks

If you want us to do the recognition of your internship report, please inform us and provide us with the report document and a copy of the certificate of the internship organisation. If anything is missing or unclear will approach you with questions and ask you for improvements.

If everything is ok, we will pass on our recommendation to the study dean (currently Prof. Kruse) for official approval, and also inform you about it. Then, you should take an appointment with Prof. Kurse and take along the original of your internship certificate.

Good luck!