

## Guidelines for reports on industry internships

### General:

- Length: approx. 10 pages
- Together with the report, a confirmation / reference from the company in which the internship was completed must be submitted. This must indicate the duration of the internship (minimum 160 hours), as well as the area of the company in which the internship was completed.

### Outline / important points:

#### I. Introduction

- Duration of the internship, exact description of the company and the area / department where the internship was completed.
- Reasons for the choice of the company / the content of the internship (background especially: own study focus / career planning)
- Brief description of the company (size, products / services, turnover, special features, etc.)

#### II. Description of the activities during the internship

Possible topics:

- Which projects were worked on?
- How are these related to the company?
- Describe examples of typical activities in detail
- What does the job description at the internship location look like?

In the case of industrial internships (obligatory part for the recognition of the credits):

- Description of the experiments / work carried out comparable to the experimental protocols in the university internships.
- Classification of the work in the previous theoretical knowledge and practical experience from the studies

#### III Summary / Conclusions

Possible topics:

- What was the significance of the internship for further studies?
- What significance did the internship have for career choice / preparation for working life?
- Differences between university and industry?
- Which questions remained open?

#### More information and advice:

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