

## **HOW TO for the Internship**

### **M.A. Cultures of the Global South / Culturas del Sur Global / Cultures du Sud global**

The module “internship” (CGS\_MA-04b) is part of the module CGS\_MA-04. It can be taken as an alternative to module “project” (4a). The potential relevance of the chosen internship must be discussed with one of the lecturers responsible for this module (see below). Please make an appointment to discuss this well in advance – before you enroll in the module.

#### **Prerequisites for the Internship**

- There must be a clear connection to the theoretical content of the M.A. programme and information about this connection must be provided in advance.
- As a rule, the internship will be about 6 to 8 weeks long, full time (around 30 hrs per week). Part time internships (with an appropriately longer run-time) are acceptable.
- As a rule, the contract and the certificate for your internship will be handled by the organization or company you are interning with.
- The internship can potentially be connected to a study project or the preparation of your master’s thesis. These must be listed as separate achievements in your accreditation.

If you are interested in an internship abroad, please consult the website of the international office. There are a number of possibilities via Promos or the Robert-Bosch-Foundation, etc., which are listed there.

In addition to completing the internship you must write an internship report (3 ECTS). This is an independently written, ungraded report of your experiences during the internship.

#### **Requirements for the Internship Report:**

- There must be a clear connection to the theoretical content of the M.A. programme and this must be made clear in the report. The report should reflect your tasks during the internship in connection to Global South Studies.
- description of the internship placement
- time and duration of the internship
- description of concrete area / responsibilities, organizational connections, personnel in this area, type of supervision
- description of concrete tasks
- summary and evaluation of the internship placement with regard to your studies and goals for future areas of work (that is to say: broadening of practical work experience and qualifications)

The internship report should, as a rule, be accompanied by your internship contract, certificate and a reference from your placement. An internship certificate must be provided as proof of completion in all cases.

### **Formal Requirements**

- standardised formatting and citation style
- a legible font, 1,5 line spacing
- block print with hyphenation
- normal page margins

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