MA American Studies

Guidelines and Requirements
Professional Development Module (SQM) Professional Internship
Module No. 04-038-2014

This module provides Master students at American Studies Leipzig the option to earn credits for the successful completion of an internship under certain criteria. While not comprised of regular course work like other modules, earning credit is subject to the fulfillment of the following specific criteria and requirements:

1) Receiving Approval for the Internship
(estimated to require approx. 20 hours of student work)

Before beginning their internship, the student must receive approval for it on the basis of a written proposal of about three pages, which has to explicitly explain how the internship is connected to the student's career plans and relates to their professional development. While students at the BA-level can pursue an internship in accordance with their usually more broad personal and intellectual interests, Master students should have developed a more concrete career plan at this stage of their studies. The professional interest of the student should thus also be reflected in the student's choice of an internship, during which the student should acquire skills specific and necessary to the professional field the student plans a career in.

The proposal has to be submitted electronically to ASL faculty responsible for handling internships (please see our website for information), as well as the Internship Coordinator's Office at asl-internship@uni-leipzig.de.

2) Completing an Internship with Approximately 240 Contact Hours

The student is responsible for providing evidence for the successful completion of an internship with approximately 240 hours of contact hours, or actual direct work with

the place of internship (for example, assuming a 20-hour week, this would mean an internship period of about 3 months).

3) Submitting a Final Report
(estimated to require approx. 40 hours of student work)

After successful completion of the internship, the student is required to submit a written report, assessing how the internship has helped to improve the student's employability and intellectual development. The report has to be about 3,000 – 3,500 words in length (excluding quotations and bibliography) and has to consistently follow the MLA, APA, or Chicago style. It should address the following issues:

- Why did you decide to pursue an internship?
- How/where did you apply for your internship?
- How did you fund your internship?
- What were your main responsibilities at your place of internship?
- What other tasks/projects did you complete (for example, the preparation of a conference or fair)?
- How did you benefit from your internship experience in your personal, academic, and professional development?
- What kind of skills have you acquired that are specific to the job field and will be necessary for future employment?
- How has the internship helped to improve your employability and/or to achieve your career goals?
- What positive and negative aspects of the internship can you assess?
- What advice can you give to students who are considering pursuing an internship?

In addition, the report has to be complemented with **(1) a time sheet**, signed and stamped by the student's immediate internship supervisor, listing the hours worked each day, as well as **(2) a letter** by the student's immediate internship supervisor, **evaluating the work and performance during the internship**, also confirming the required extent of approximately 240 hours, as well as the successful completion of the internship.

The **report is due two weeks after completion of the internship** and has to be submitted electronically to ASL faculty responsible for handling internships (please see our website for information).

(November 2021)