

Report Guidelines

Sustainable Resource Management (Master)

During the internship, you will acquire versatile knowledge and experience in the occurring work areas through active participation. You will gain insights into planning, organizational and management tasks. The choice of internship companies in the master's degree program serves your individual profile formation and enables contacts in the targeted professional field. As a basis for the recognition of the internship, you submit a self-authored report on each internship section. The report demonstrates that you are able to summarize and reflect on the activities carried out and the essential aspects of the internship.

After the internship has been completed, the Internship Office forwards the recognition to the Examination Office and the ECTS credit points are booked.

1. Form and Extent

- Send the report with cover sheet by mail to: praktikum.forst.srm@paw.bayern.de.
- Fill in the cover sheet with your personal data and do not forget to sign it.
- The internship company may also enter the duration on it after the internship has ended (time confirmation).
- If the company confirms the internship time separately, please insert the time statement/certificate immediately after the cover sheet.
- The font should be Arial,
- the font size in the text: 12 pt / line spacing 1.5.
- The margins on the left and right are 2cm - 3cm.
- Photos are welcome - as long as they serve the clarity.
- A structured outline with headings and subheadings is necessary.
- The indication of page numbers facilitates the communication between the author and the evaluator.
- The length of the report on a 4-week internship is approximately 8 pages (on 8 weeks, 10 pages). The quality of your statements is crucial for recognition.

Consider the following compilation as a supportive guide in preparing your individual report.

2. Structure

The internship report consists of four parts: Introduction, description of the company, elaboration on operating procedure and presentation of own activity, conclusion.

2.1 Introduction

Here you introduce the reader/evaluator and provide some key data as a basis for further understanding:

- introduction of the internship position, job, task profile
- period of the internship
- motivation for exactly this internship
- procedure for the search for an internship position
- application process
- What were your expectations of the internship?
- What were your goals?

2.2 Description of the Internship Company

e.g. authorities, institutions, companies

- structure and organization of the internship company
- presentation of the business and work fields

2.3 Elaboration on the operation procedure and presentation of own activity

The elaboration on the company's operation procedure during the internship is based on active participation, own experiences and observations. Your own activities are described in detail and reflected upon:

- What was done?
- Who was involved?
- How was it done?
- With what?
- Why was it done?

- What kind of work was done on a regular basis? Which tasks were demanding, stressful, physically demanding, particularly interesting...?
- Which tasks did you find easy, where did you encounter difficulties, how did you solve problems?
- What did a typical day or week look like?
- If you have worked on your own project, present it in the report from planning to result.
- What were the working hours, environment, climate like?
- What can you say about communication/ flow of information in your environment?
- How were you introduced/ passed?

2.4 Conclusion

At this point you draw your own personal summary:

- What importance do you assign to the internship in the context of your studies?
- How could knowledge from the theory semesters be applied in the internship? What skills and knowledge were required during the internship? What conclusions do you draw for yourself?
- You have gained experience in a special segment of your possible professional field - what are the consequences for you?
- How did you feel about e.g. deadline pressure, routine work, limited financial resources, conflicts (with others/yourself)?
- To what extent were your expectations of the internship met?
- To what extent do the contents and organization of the internship correspond to the agreements made beforehand?

Experience has shown that this bullet point in particular is not easy to deal with. Reflecting on one's own competence in action offers support. For a successful professional activity, it is necessary to develop and expand personal action competence. In a qualified certificate, individual competencies serve to describe and evaluate your performance:

Familiarize yourself with this term, describe which of the characteristics were particularly important for you in this internship (on the basis of three concrete situations).