

Name:

E-Mail-address:

Matriculation number:

**Internship site:**

Length of internship:

Date of report:

### **1. Internship site**

*In this section, you should shortly introduce and describe the firm or organization in which you completed your internship. Please also describe the reasons for your internship choice.*

### **2. Tasks and internship experience**

*Here you should summarize and describe your daily tasks and internship experience. This should not be done in bullet points, but rather a complete text.*

### **3. Relevance to your studies and career goals**

*You should use this section to describe the relevance of your internship to your studies. Are you able to identify any linkages? How were you able to use acquired knowledge and skills in your internship? Did your internship shed light on career or study goals, you had not been able to identify in your studies?*

### **4. Personal statement**

*Your personal statement gives you the opportunity to evaluate your internship site, its quality and use. It would further be helpful to know which students you would advise for this internship site and/or what you would arrange differently.*