

Prof. Dr. Wolfgang G. Scherl
Leisure and Tourism Management
Professor for Internship LTM & TDS

Dear Students!

we may offer you a variety of information for your compulsory internship (placement) during your Bachelor Degree. Throughout your internship you develop your technical and personal skills and competencies – of pivotal meaning for your career and your personal development. According to our exam board and the examination regulations you are obliged to submit your internship report after completing your internship. In the following we offer you some support and worthwhile hints to facilitate the writing process and how to work efficiently on your internship examination.

General information about the internship examination are provided at:

(https://www.hochschule-stralsund.de/storages/hs-stralsund/Ordnungen/Wirtschaft/Wirtschaft-LTMB/Studienordnung/LTMB_SO_2013_07_16.pdf).

At the relevant check list you will find in form and content the requirements for the internship report.

The examination contains both a written internship report and a presentation (according to the examination regulations of our university).

Examination appointments within times of the CORONA Pandemia are organised as follows:

The examination consists of a written report, a power point presentaion and a brief video (mp4) about your presentation (duration about 5 minutes). **Important:** There will be no appointment in situ (at the university) for your internship examination! You are able to send your examination materials after completing your internship directly to your university at the beginning and the end of your semester (dates will be pronounced in due course!).

The Internship Report

- According to the examination regulations after completing the compulsory internship you need to submit your examination materials in English (report, presentation, video).
- Your report is monolithic, e.g. all bits and pieces (covering sheet, written part, leaving certificate (or activity report) are integrated in ONE document.
- The file is going to be saved as follows:
Familiy Name-Forename-ID number-Internship Report
(e.g. **Kant-Immanuel-13999-Internship-Report.pdf**).
- Your file is supposed to have about 4 MB – important if you want to include pictures or fotos within the written report.

TIP: You can downsize pictures if you cannot cope with the 4 MB document size.

The covering sheet of your report should include:

- Name, forename, ID number, email, logo of your university of Stralsund
- Denomination: „Internship Report LTM or Placement Report LTM“ (or TDS)
- Name your internship company, city, country
- Term of internship
- Submission date of your examination materials
- Name of your Professor (Prof. Dr. Wolfgang G. Scherl)
- Name and kontakt details of your supervisor within the company

Formalia:

- Content: Types in writing my personally differ so as writing size and line pitch (single or double spacing). However, the word count is about 2500-3000 words (10-12 pages) whereas the word count will be documented at the end of your report (e.g. word count 2998).
- Structure of your report
 - 1. Application Process
 - 2. The Company
 - 3. Tasks & Responsibilities
 - 4. Leisure Activity
 - 5. Reflexion + Lessons learnt
 - Pro's & Con's
- Typ of writing: Arial oder Verdana 11 - 12; full justification, spacing 1,5
- Paragraphs per page: min. 2 – max. 5
- Comply with rules of orthography and punctuation, Harvard Referencing
- Create your report with visual aesthetics (Charts, Figures, Tables, Pictures)
- Attachent: Leaving certificate or activity report must include the exact duration of your internship (more than 21 weeks within you internship company – without – holidays, etc.!).
- Please, send the report as pdf file (not word!) to my person via email, and additionally printed out – hard copy – just stappled.
- **Due to sustainability reasons, please do not use any plastic binder or synthetic folder!**
- Send the envelope with the hard copy report to:
Hochschule Stralsund, Fakultät für Wirtschaft, Herrn Prof. Dr. Wolfgang G. Scherl, Zur Schwedenschanze 15, Haus 1, 18435 Stralsund

Presentation as pdf file – please send to Anne.Christiansen@hochschule-stralsund.de

Criteria important for preparing your presentation (**under Corona conditions**):

- English Language
- Focus of your company/Institution, description of your search for your internship
- Describe your project, what are important and supportive tips, experiences, salary
- Reflexion of your overall experiences, challenges, cultural peculiarity, etc.

- The file is going to be saved as follows:
Family Name-Forename-ID number-Internship-Presentation
(e.g. **Kant-Immanuel-13999-Internship-Presentation.pdf**).
The presentation is securely saved on your learning platform ILIAS.

□ **Video** of your presentation - please send to Anne.Christiansen@hochschule-stralsund.de

- Your brief video (length 5 minutes) will also be securely saved on ILIAS! The video will be accessible only by password for your fellow students. You are the advanced students and act as role models for our freshmen. You are able to demonstrate further opportunities for your fellows for interesting and challenging internships (networking) – for regional, national and international perspectives. If you do not want to give permission for your video for your fellow students, please send an email to Mrs. Christiansen.
- The file is going to be saved as follows:
Family Name-Forename-ID number-Internship-Video
(z. B. **Kant- Immanuel -13999-Internship-Video**).
- Submission of your examination materials (report, presentation, video):

> **At the beginning and the end of your semester**

- dates will be pronounced in due course - it is also an exam!

Your report must include a signed leaving certificate (copy) or an activity report where the duration of your internship is distinctly included. At least 21 weeks of your actual internship must be done within your company – without having any holidays or other absence from work!

Further attention should be paid to the duration of your internship. If you complete your internship with – **even one day less than 21 weeks** – the compulsory **internship is not going to be accepted** by the exam board!

There are no exceptions – if you have not done proper calculations or may have any oversights or mistakes within your modus operandi – **the internship cannot be accepted, if requirements are not fulfilled**. The responsibility of the signed internship contract is in your hands only as an adult person. For further questions you can contact me during my online contact hours.

Tip: Sign a contract for your internship for the length of 24 weeks (or 6 months = 26 weeks!). Here you make sure that the minimum duration of your internship is settled. Additionally within this duration you may have some holidays or extra free time or any unexpected event that may come up (sightseeing, etc.) is covered. **Thereby you won't endanger the acceptance of your internship.**

All the best and take good care of yourself!

Professor W.G. Scherl