Internship Information Leaflet

B.A. Anglophone Studies

1. Before your internship
   - Begin looking for an internship at least six months before you intend to start the internship!
   - You can find information about potential internship providers through the Career Center, ZAS and International Office.
   - Your internship should be fulltime for eight weeks (splitting it is possible).
   - Write your application etc.
   - Speak to your mentor here at the university to confirm your proposed internship.
   - Register on Marvin for your Prüfungsleistung.
   - Start documenting the process on your blog (Ilias).

2. During your internship
   - Follow rules & regulations set down by the internship provider.
   - Use your blog to track your goals, expectations and experiences.
   - If you are ill, inform your internship provider.
   - If there are problems with, or during, your internship, contact your supervisor within the company/organization and your mentor at the university.

3. After your internship
   To receive your Leistungsnachweis, the following documents are to be submitted to your mentor within eight weeks of completing your internship:
   1. Internship report
   2. Proof of internship (letter signed and stamped by your internship provider)