

Internship Information Leaflet

B.A. American, British, and Canadian Studies

P2: Internship

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)