
Information on the professional internship

Focus of the professional internship

- Getting to know a potential career field, company or organisation, developing career prospects
- Comparing ideas and expectations with actual work
- Gaining insights into practical work, organisational and, where applicable, economic processes
- Becoming aware of one's own interests and skills, but also development potential

Internship position

You are responsible for finding your own internship position. You know best where your individual interests lie and which potential career fields are suitable for you. The following criteria must be met:

- The work profile of the non-university internship institution must be relevant to the degree programme
- The activities carried out must correspond to the career profile targeted with the degree
- Duration: At least 240 hours, usually spread over 6 weeks (= full-time); part-time is possible
It is possible to split the internship between a maximum of two internship positions, but this must be justified with the objectives of this combination and approved by the examination board.

A professional internship can be **credited** in the following modules

- B.Biodiv.343 (8 C, compulsory module in BSc Biodiversity)
- SK.Bio.327 (8 C, Key competence for Bachelor's students)
- SK.Bio.332 (8 C, Key competence for Master's students)

Particularly in the case of the **compulsory internship B.Biodiv.343**, we recommend that you have the desired internship checked for creditability before starting. The application is made using the attached form. A short letter from the host institution detailing the planned tasks is required for this purpose; the decision on creditability will be made on this basis.

Internship report

After completing your internship, you must submit an internship report, which serves as an independent reflection on your experiences during the internship. The structure could cover the following aspects:

- *Introduction:* **Briefly** introduce the internship position (e.g. organisation, structure, main activities and objectives of the internship institution, number of employees). What training/qualifications does your supervisor have? What are your expectations of the internship (e.g. general conditions, schedule, activities)? How did you get in touch and apply for the internship position?
- *Main section:* Description of the professional field in which the internship was completed. What tasks did you perform and, if applicable, what results did you achieve? What demands were placed on you and how did you meet them? What was the working environment like, how did the induction process go, and what was the support and contact with other employees like?
- *Reflection/Conclusion:* To what extent do your original expectations of the internship match your actual experiences? To what extent has the internship contributed to your further study and career choices? Which skills and knowledge from your studies were you able to apply to the internship, and which are you still lacking? Did you acquire any additional skills and knowledge through the internship, and if so, which ones? What does the internship mean for your future career orientation? Which professional field would you assign your internship to and what might a possible path into this professional field look like? What experience/skills/qualifications are required there? To what extent do your studies qualify you for this professional field?
- *Attachments:* If you have had your internship approved in advance, please attach the approved recognition form to the report.

FlexNow registration and submission of the report

FlexNow registration takes place in the semester in which the examination (the report) is **submitted** (which does not necessarily have to be the semester in which the internship was completed or applied for). The internship report can then be uploaded directly to FlexNow.

Recognition form for a work placement

Please fill in by computer and submit to the Student Advisory Office by email to studienbuero@biologie.uni-goettingen.de.

Surname, first name:	<input type="text"/>	Matriculation No.:	<input type="text"/>
Study programme:	<input type="text"/>		
For which module should the work placement be recognised?			
<input type="radio"/> B.Biodiv.343 <input type="radio"/> SK.Bio.327 <input type="radio"/> SK.Bio.332			
I would like to do my work placement at the following institution:			
<input type="text"/>			
During the period: <input type="text"/>			
I have enclosed a confirmation from the work placement institution with a description of the planned activities with this application. After completing the work placement, I will submit a report in accordance with the examination regulations.			

Attachment: Internship confirmation with description of tasks

To be completed by the study advisory office:

The work placement is approved as stated above.

If the work placement is recognised as B.Biodiv.343, it is hereby additionally confirmed that it is a compulsory work placement in the degree programme.

Göttingen,

Department signature

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By submitting this form, you confirm that you have read and accept our privacy policy: <http://www.uni-goettingen.de/de/439479.html>