



UNIVERSITÄT
ZU KÖLN

INTERNSHIP GUIDELINES

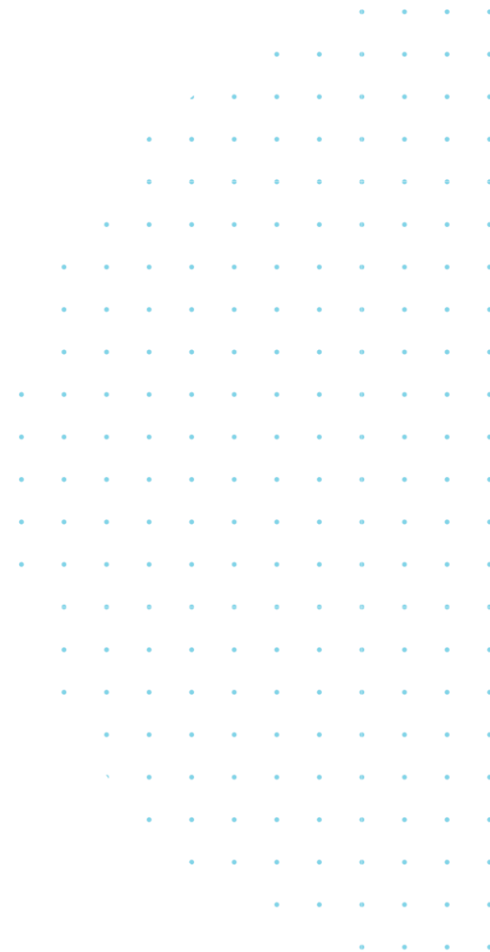
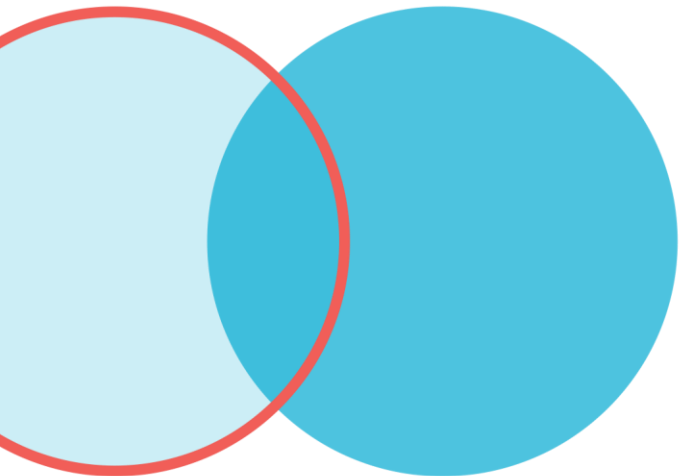
MA/M.SC. POLITICAL SCIENCE, ER 2021

EM Internship

Department of Political Science

Valid from: 01 October 2025

As of 10.10.25



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1. INTRODUCTION

In the supplementary module "Internship" of the M.A./M.Sc. Political Science (ER 2021), you complete a self-organized internship and gain experience in a political science related field of work. The module does not include any courses apart from an informational session during the semester.

If you would like to take the internship module, please register for it in KLIPS 2.0 (as you do for other courses). Please also register for the corresponding examination in KLIPS 2.0 (as you do for other examinations). Please register for the course and examination in the semester in which you have actually completed the internship and written the internship report as described below by the respective submission deadline for the internship report (summer semester: **1 June or 1 September**, winter semester: **1 December or 1 March**). If you notice that you will not be able to complete this by the deadline, please deregister from the examination in KLIPS 2.0 in time (i.e. by the examination deregistration deadline). Otherwise, this will count as a failed attempt (similar to other examinations).

CHARACTERISTICS OF THE INTERNSHIP

Practical learning: The aim is to apply theoretical knowledge gained during your studies in a practical setting.

Insight into professional fields: The internship allows you to get to know different areas of activity and working environments of political scientists and is intended to help you better assess your professional interests and strengths and to specify your career goals.

Career prospects and contacts: The internship allows you to make initial contacts with potential employers and get to know organisations/companies.

REQUIREMENTS FOR THE INTERNSHIP

The internship must fulfill the following requirements:

1. Duration: at least **six weeks in full-time** (minimum 35 hours per week)
2. Be completed during the master's program
3. Timing: internship start cannot be longer ago than **18 months prior** to exam submission date
4. Have a link to political science which must be described in the internship report
5. For internships beginning after 1 October 2025, a **prior consultation with the examiner** regarding the internship's connection with political science is mandatory. The examiner must confirm that this is acceptable. To do so, please write an email to polisci.office@wiso.uni-koeln.de and explain in what way your internship is connected to political science.

Note: Exceptions are not possible.

POTENTIAL FIELDS OF ACTIVITY

- Companies, management consultancies (e.g. marketing)
- NGOs, foundations and associations
- International organisations
- Trade unions or other interest groups
- Social associations, e.g. AWO, Caritas, etc.
- Political parties
- Political journalism
- Administration (local, state, federal, EU)
- Market and social research
- Election research
- Media analysis
- Data science
- Public relations
- Political/civic education
- Publishing... and more

CREDITING

For the internship to count towards your degree, it is important that your field of activity is related to your political science studies; simply referring to an internship provider is not sufficient.

For example, you can do an internship at WDR in an editorial office, but not in the recording department of a television production.

(OWN) FAMILY BUSINESS

The work internship may not be completed in a company that is owned by a relative or is owned by your family.

2. THE INTERNSHIP REPORT

The internship report consists of **five study achievements**, which must be submitted together. All parts should be submitted in **a single** PDF file and must be clearly marked with headings (e.g. Part 1 – Introduction).

The coursework is graded as **'pass' or 'fail'**. **A minimum of 75% of all possible points** must be attained in order to pass.

The following will be assessed:

- quality of reflection,
- content analysis,
- Structure and connection of the individual parts
- linguistic presentation,
- Compliance with formal requirements

The report can be written during or after the internship. It must be submitted after the internship has been completed.

2.1. AIM OF THE INTERNSHIP REPORT

The internship report should reflect the significance of the university training content in the respective professional/internship context. This includes questions such as which concrete skills or knowledge you were able to apply from your studies and which interdisciplinary (key) qualifications you applied or acquired.

2.2. CONTENT AND STRUCTURE

Your internship report consists of the following sections and is based on the guidelines for content and structure, whilst keeping the aim of the internship report in mind.

Choose informative headings and, if necessary, create suitable sub-chapters. Also make sure you have a common thread, form logical paragraphs and summarize important findings in a suitable place.

STUDY ACHIEVEMENT NR. 1 – INTRODUCTION [AT LEAST 1-2 PAGES]

The introduction is supposed an informative, appealing and meaningful presentation of the context of your internship as well as a preview of the structure of your subsequent reflection in the report:

- Motivation for choosing and looking for an internship
- Ideas and expectations
- Goals for the internship
- Categorisation of goals and expectations in terms of previous professional experience, study path and future career path
- Course of the application process
- Preparation in terms of content and organisation
- Reference to one or more political science topics and issues

STUDY ACHIEVEMENTS NR. 2 – INTERNSHIP POSITION AND ACTIVITIES [AT LEAST 2 PAGES]

Internship position

- Presentation of the company/institution and description of tasks and activities, objectives and recipients, organisational history, organisational structure, locations, special features of the facilities, etc.
- Description of your department in similar terms
- Supervision situation

Internship activities

- Work areas, projects, tasks and areas of responsibility during your internship
- Activities that are typical for employees with a master's degree
- Challenges and memorable experiences

STUDY ACHIEVEMENT NR. 3 – TRANSFER FROM YOUR STUDIES [AT LEAST 2 PAGES]

- Presentation of connections between internship activities / observations and learnings from your political science studies
- Discussion of application, consolidation and supplementation of knowledge from your studies
- Analysis of political science findings in the real world, precise description of confirming or contradicting experiences
- Concrete theories that had touchpoints with practical activities and observations in the company/institutions

Refer to several pieces of political science literature that you already know or conduct a brief literature review. You can also use information from lectures and seminars you have attended. Make sure you adhere to academic working techniques (see Formalities).

STUDY ACHIEVEMENT NR. 4 – CAREER ORIENTATION [AT LEAST 2 PAGES]

- Acquisition and improvement of skills during your internship
- Learning and consolidation of key competences
- Learning about teamwork, professional working methods and professional demeanor
- Findings for your future and consequences for your career path
- Change or reinforcement of your career prospects
- Specific contribution of the internship to your professional goals and insights for future job applications

STUDY ACHIEVEMENT NR. 5 – CONCLUSION [AT LEAST 2-3 PAGES]

- Evaluation of the internship and personal commentary
- Conclusions from the internship for the career path
- Insights for further studies
- Outlook about your studies, your career path or your relationship with the internship provider

2.3. FORMALITIES

SCOPE AND ATTACHEMENTS

Please observe the following formal guidelines for the layout of your internship report

At least 9 pages of continuous text

Additional requirements:

- Table of contents
- List of references and sources
- Cover sheet (template available for [download](#))
- Signed declaration of independence (attachment 1)
- Internship certificate or an internship confirmation, which must include the duration of the internship and the daily or weekly working hours (see template [here](#))

Do not submit internship contracts due to possible non-disclosure agreements

LANGUAGE AND QUOTATIONS

- factual reporting style
- personal evaluations must be justified
- report must be paginated
- direct and indirect quotations must be referenced
- report must be written in English

FORM AND LAYOUT

- **Quotes** with quotation marks
- **Line spacing:** 1,15
- **Font:** Calibri, 11 pt
- **Margins:** 2,5 cm (oben, unten, links), 2,0 cm (rechts)

In your report follow the above guidelines on content and structure. The bullet points listed should not be copied into the internship report, but a continuous text should be formulated within the (sub)chapters.

3. SUBMISSION

After completing your internship, send your completed internship report as a PDF via e-mail to polisci.office@wiso.uni-koeln.de by the respective deadline:

- a. Summer semester: no later than **1 June or 1 September at 23:59 Cologne Time**
- b. Winter semester: no later than **1 December or 1 March at 23:59 Cologne Time**

Choose the following subject for the e-mail and give the PDF the same name: „SURNAME-Matrikelnummer-Master-Internship-Report-Political-Science-Semester“ (e.g. „SCHMIDT-7123456-Master-Internship-Report-Political-Science-WS-2022-23“).

Please note, as explained at the beginning, that the submission must take place in the semester in which you have registered for the examination.

Completion of the internship after the 1 March/June/September/December:

If you complete your internship and/or your internship report later than the dates just mentioned, you can submit it in the next semester (the module "EM Internship" is offered every semester). In this case, you must register for this course and the associated examination in the next semester again.

4. COMMON MISTAKES

- > Lack of agreement on the suitability of the internship position (required from 1 October 2025)
- > Certificate without duration of employment or working hours
- > Use of bullet points instead of continuous text
- > Falling short of the minimum length of 9 pages
- > Missing attachments
- > Unclear structure without a common thread
- > Incorrect or missing citations
- > Missing or incorrect exam registration

CHECKLIST FOR STUDENTS

Before the internship:

- Clarify the political science relevance (mandatory for internships starting after 1 October 2025)
- Check the minimum duration and working hours (≥6 week, ≥35 hours/week)
- take part in the kick-off event during the semester

During the internship:

- Document tasks, projects, and observations
- Record references to political science

After the internship:

- Write a report (at least 9 pages) with all four parts and a conclusion
- Check layout and formatting
- Add cover page, table of contents, bibliography
- Attach signed declaration of independence
- Enclose internship certificate/confirmation (with duration and working hours)
- Check deadline
- Submit report as PDF via polisci.office@wiso.uni-koeln.de

5. ATTACHMENT

ATTACHMENT I

"I hereby certify that I have completed this work independently and without the use of any resources other than those specified. All passages taken verbatim or in substance from published and unpublished external sources, including content generated by AI tools, are identified as such."

Place, date and written signature

(the current template can be found here: <https://wiso.uni-koeln.de/de/fakultaet/dekanat/zentrale-fakultaetsverwaltung/pruefungsamt/po-2015-po-2021/rund-um-pruefungen/pruefungsablauf>)