

## **Instructions for IB Bachelor students embarking on an internship**

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Prof. Dr. Neil Thomson, and Prof. Dr. Uwe Mummert, IB

## 1. Internship procedures

It is the student's responsibility to find and obtain an adequate 20 week internship placement, expected is one abroad. One help is the listing of firms that have current offers for our students available on the [IB Webpage/Bachelor/Enrolled Students/Higher Semester Students/Internship Offers](#). Another source is again over the IB Webpage but this time [Internship Semester/Studienbüro/ Anerkannte Praktikumsstellen/Papi Login](#). Here you can access a database with all firms that have previously accepted an OHM student.

Before departing for your internship you must pick up a package from the Studienbüro Praktikanten Division which includes several documents that govern your internship. These include: the contract, the Bestätigung, the Zeugnis, and the front cover for your report (Bericht)... Copies of these documents are available off the intranet: Home Page of the GSO Hochschule: [GSO-Hochschule.de](http://www.ohm-hochschule.de) > Studienbüro > Praktikantenangelegenheiten > Formulare (<http://www.ohm-hochschule.de/seitenbaum/home/studienbuero/praktikantenangelegenheiten/formulare/page.html>); or via the IB webpage downloads.

Before you can start your internship, the standard 3 copies of the GSO Hochschule internship contract need to be signed off by your prospective employer and the internship supervisor that is Prof. Thomson in the summer term and Prof. Mummert in the winter term. This ensures the internship is accepted as adequate by the GSO Hochschule. Some firms insist on their own contracts and refuse to use one from GSO. In this case use the firm's contract but download a separate form from the university which is needed to make your internship official. „Meldebogen – Ausbildungsplatz für die praktischen Studiensemester im Studiengang BW/IB“

([http://www.ohm-hochschule.de/fileadmin/Studienbuero/PraktikantenPDF/100218\\_meldebogen\\_bw-ib\\_englisch\\_.pdf](http://www.ohm-hochschule.de/fileadmin/Studienbuero/PraktikantenPDF/100218_meldebogen_bw-ib_englisch_.pdf)).

The GSO form (*Meldebogen*) requires the same procedure as with a GSO contract. You need to obtain the signature of Prof. Mummert or Prof. Thomson. One copy goes to the Studienbüro, one is for your internship company and one for you. In semester breaks, and/or if the supervisor is not available, then take the contract directly to the Studienbüro.

The internship is expected to take place abroad, only exceptionally can it be taken in Germany. The option of doing the internship in Germany is not standard and students should plan on going abroad. Due to excessive use of the exception clause, a more restrictive interpretation has been introduced as of February 2011. *The only exceptions are for non-German IB students and for the remainder in EXTREMELY unexpected and irreversible circumstances, e.g. pregnancy. For any exception to be granted a formal request through the IB PK will be necessary and this will be vetted by the relevant Internship Coordinator. The justification that it was impossible to find a foreign assignment is not accepted unless the request is accompanied by original application letters and original rejection letters (Emails included). Note the emphasis on letters (plural) so the student must prove sufficient diligence in the application process; the more applications and rejections the more likely the request might be accepted.*

If the IB PK grants an exception to take a domestic internship, the position offered has to be international in outlook and function.

Of course the obvious question for German based internships is what is some sort of international function? Or how can you prove the internship is mainly international in outlook? What does that mean? A rule of thumb is that over 50% of the tasks you do, in time and effort, are involved in dealing with foreign subsidiaries, customers, institutions etc.

How can you prove this? In practical terms, document as part of the internship certificate, (Praktikantenbestätigung/ Zeugnis) that you have worked in some sort of international function. You can amend the standard internship certificate to include a sentence from your supervisor that your tasks were mainly international in outlook. This can be further supported by including with the certificate a job description that indicates the heavy involvement in international duties, backed up by your internship report which will detail exactly those duties and their duration.

Internship students please send (preferably by email) (in the summer term including the summer break to Prof. Thomson/in the winter term including the winter break to Prof. Mummert) contact details when you have settled into your internship, an email address is very useful for us here in Nuremberg.

Contact Email: [Neil.Thomson@ohm-hochschule.de](mailto:Neil.Thomson@ohm-hochschule.de) Tel: 0049 911 5880-2876;

Email: [Uwe.Mummert@ohm-hochschule.de](mailto:Uwe.Mummert@ohm-hochschule.de) Tel: 0049 911 5880-2867.

Information about the internship report is provided below. The subject of “how to write scientifically and correctly reference” will be taught during the internship seminar sessions. Besides the guidelines on the next page it is highly recommended that the student consults a textbook about writing term papers before preparing the internship report.

## 2. Guidelines for preparing an internship report

### Importance of the report

The report is an important element and proof of your internship. It is used by the Hochschule internship supervisor as an assessment tool, and based on it agreement will be given on behalf of the Hochschule, that the internship report is acceptable. However if the report has weaknesses it will be returned for correction. Note there is a requirement for **TWO** documents written by you **during** your internship time. The first is the **report**, an integral part of completing your internship. The second is the scientific **paper** an integral part of your internship SEMINAR assessment. The following is about the report.

### Layout

The layout of the report must cover the following minimum criteria:

- Typed, either with computer or typewriter
- Minimum of 6, maximum of 20 A4 sized sides.
- 2.5 cm. left and right margins
- 2.0 cm. top and bottom space
- 10 or 12 pitch type
- All pages to be stapled together
- Include a cover page downloadable from the IB Webpage which will be signed off by both the supervisor of the internship firm, with date and company seal, and the OHM internship coordinator.

- Include a contact email or postal address for corrections, if necessary.

## Target setting

The report must:

1. Describe how the time was spent and the development of the internship, i.e. **like a diary including dates**.

2. Analyse the actual and observed work processes using academic sources as a comparison.

The report should therefore be:

- -Independent and a stand-alone document
- -Written using the best methods of scientific writing, just like a degree thesis.
- -Structured according to the following rules of organization.

## Structure and Layout

The report has to follow the structure described below including the sub-sectional names and numbers.

### 1. Internship department or job area within the firm

You should describe here the departments or areas within which you were placed using subdivisions, e.g. 1.1, 1.2, etc. The sub-section 1 should not exceed two sides and include the **dates of the involvement**. If you spent your internship doing various functions simultaneously then put down the percentage your total time you spent on each, e.g. accounting 25%. The firm needs only a brief introduction.

### 2. Tasks

Using subdivisions (2.1, 2.2...) explain and analyse each of the important work processes and tasks with which you were involved or could observe with dates. Your explanation and analysis should always be based on a managerial viewpoint.

### 3. Scientific Basis

This section of at least 2 sides is where you critically assess knowledge and experiences from the internship using academic theories learnt in prior semesters. The critical assessment should be in both directions, i.e. on the firm's processes and the adequacy/inadequacy of the theories. The scientific basis section is of central importance to your report and weaknesses in the analysis here will lead to the report being returned for further work.

Returning to subsection 2, Tasks, any description of work processes should be linked to academic fundamentals and theories, in order to:

- -Explain why the work process is so arranged.
- -Suggest alternative solutions to optimize the efficiency and effectiveness of the processes.
- -Use definitions to precisely describe the performed or observed tasks and their links to theory.

All work here should be based on the normal rules of scientific writing and include correct citation of extracts from academic literature. **A minimum of 10 different references from mixed sources**, e.g. books, journals, magazines, internet etc. is expected.

### Language

The report is an integral part of the IB program and should be written in English. An exception will be given, only if the firm's supervisor cannot read English and then German can be used. If you are overseas and have a supervisor who cannot read either German or English, then write the report in whatever language the firm can handle, but here you must translate the report into English before submitting to the Hochschule.

### Deadline for handing in the report

The report is due, at the latest, one week after the end of the internship. If your internship is overseas, then a maximum of two weeks is allowed. Note, that "due" means the report should be in the mailbox of the GSO Hochschule internship supervisor. Before starting off for your internship remember that access to academic literature is necessary to complete your report. It is your responsibility to locate adequate reference material wherever you may be!

In order to confirm that your report has been accepted, we need your "**Ausbildungsbestätigung**" or "**Confirmation of report**" (<http://www.ohm-hochschule.de/fileadmin/Studienbuero/FormularePDF/Ausbildungsbestaetigung-engl-confirmation.pdf>). So you have to hand in this document **together with (at the same time as) the report**. Please note, that if you do not hand in the *Ausbildungsbestätigung* we will NOT process your report and we will also not make any effort to run after this document. Thus, it may happen that you will not receive your Degree as your report has not been accepted. Also at this time your signed Zeugnis (certificate) should accompany the report.

In order to complete your internship, for each internship you have to attend two seminars. These are the General Internship Seminar and the Specific Internship Seminar. Here you find the course descriptions for the Internship Seminars offered by Prof. Thomson every summer semester and Prof. Mummert every winter semester. Attendance at the first meeting is mandatory and counts as registration for Prof. Thomson. The meeting(s) dealing with scientific writing are also mandatory.

Please note Prof. Mummert has different rules regarding registration.

## 3. Internship Seminars, International Business, Prof. Thomson

### Course Description and Requirements

Notwithstanding the title of the seminars, it is the goal of both seminars to enable students to write a proper academic seminar paper and eventual thesis. The methodology used is that of guided learning by doing.

For the **General Internship Seminar** participants have to write an academic paper. They have to choose a theoretical concept out of Business Administration/International Management and apply this to a real world case. The real world case can be an experience out of the internship but does not necessarily have to be. In writing the paper the students have to make use of at least **10** different academic literature sources. All papers need to be handed in

by the **6th** week of term. Later handed in papers will not be accepted and the course will be failed.

**Please keep in mind that this is not another version of the internship report but an academic paper that is supposed to look like a Bachelor thesis!**

The **assessment in the General Internship Seminar** will be based on the paper not longer than 8 pages of text (1,5 spacing, Times New Roman 12 pt.) including any diagrams. The paper is to be designed like a Bachelor thesis at the GSO Hochschule Nürnberg and will be graded based on the extent to which students have fulfilled the formal requirements like e.g.

- Difficulty of chosen theoretical concept
- Clarity of theoretical explanations
- Appropriateness of applying theory to practice
- Structure and logical consistency of the argumentation
- Quality of conclusion
- Completeness of necessary components
- Proper use of citations/footnotes
- Quality and actuality of used literature sources etc.
- Large amounts of downloaded unaltered web material or straightforward plagiarism<sup>1</sup>

For the Specific Internship Seminar students have to write a comment on a paper by another course participant or another source. The grade will be determined by the ability of the student to find and express a constructive criticism. The student has to focus on both the content of the respective paper and the extent to which the rules of academic writing have been followed. The maximum **4** pages of comments must be handed in by the **10<sup>th</sup>** class meeting date.

### **Course attendance**

There are strict rules of attendance applying to this course. You have to attend regularly. Regular attendance according to the *Studien- und Prüfungsordnung BW* means a minimum of 75% of the seminars must be attended in full and those meetings announced as mandatory in the syllabus and timetable are just that. In order to control for the attendance in both seminars lists of attendees will have to be signed by the participants. The list of attendees will be handed round in the first 30 minutes of each session. The list will be closed to late comers who will not be allowed to sign in.

The attendance policy can be amended:

- i. If the internship is more than 100 km away from Nürnberg. Here a minimum of 50% attendance is required.
- ii. If the internship is abroad, the student should wait to the following semester and then complete the requirements. The option of flying in for one seminar, when he/she can present and hand-in the paper is strongly limited and discouraged.
- iii. No attendance is required if the *Studienbüro, Praktikanten* Division has given a written exception.

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<sup>1</sup> The instructor reserves the right to request a digital copy of the paper, or indeed your comments on a paper, and use this to check for similarity using contracted software.

Remember although there are no exams in this seminar, you have to register in the registration period as though you were taking two exams. The exams are Internship General graded by the paper, and Internship Specific graded by the critique of another paper.

## **4. Internship Seminars, International Business, Prof. Mummert**

Here you find the course description for the Internship Seminars offered by Prof. Mummert every winter term.

### **Course registration**

The number of participants is limited. Students that want to take the WS internship seminar have to enrol by sending an e-mail to [uwe.mummert@ohm-hochschule.de](mailto:uwe.mummert@ohm-hochschule.de) on the first day of the respective winter term indicating the end of their internship. As writing the required paper is quite time intensive, students who have completed their internship already will be preferred. Additionally in order to be allowed to participate, students have to show up at the first meeting of Prof. Mummert's course!

### **Course description and requirements**

The Internship Seminars comprise the specific and the general internship seminar. It is the goal of both seminars to enable students to write a proper academic seminar paper and eventually thesis. The methodology used is that of guided learning by doing.

For the **General Internship Seminar** participants have to write an academic paper. They have to choose a theoretical concept out of Business Administration or Economics and apply this to a real world case. The real world case can be an experience out of the internship but does not necessarily have to be. The paper is to explain the theory first. In writing the paper the students have to make use of at least 7 different academic literature sources. All papers need to be handed in by the 5th week of term. Later handed in papers will not be accepted and the course will be failed.

**Please keep in mind that this is not another version of the internship report but an academic paper that is supposed to look like a Bachelor thesis!**

The assessment in the General Internship Seminar will be based on the paper not longer than 8 pages of text (1,5 spacing, Times New Roman 12 pt.) including any diagrams. The paper is to be designed like a Bachelor thesis at the GSO Hochschule Nürnberg and will be graded based on the extent to which students have fulfilled the formal requirements like e.g.

- Difficulty of chosen theoretical concept
- Clarity of theoretical explanations
- Appropriateness of applying theory to practice
- Structure and logical consistency of the argumentation
- Quality of conclusion
- Completeness of necessary components
- Proper use of citations/footnotes
- Quality and actuality of used literature sources etc.

-Large amounts of downloaded unaltered web material or straightforward plagiarism<sup>2</sup>

For the Specific Internship Seminar students have to write a comment on a paper by another course participant. The grade will be determined by the ability of the student to find and express a constructive criticism. The student has to focus on both the content of the respective paper and the extent to which the rules of academic writing have been followed.

### **Course attendance**

The participants have to attend 75 % of the seminar meetings in order to pass both seminars. In order to control for the attendance in both seminars lists of attendance will have to be signed by the participants. The list of attendance will be handed around immediately at the beginning of each seminar (8.00h and 9.45h respectively). Afterwards the list will be closed; late comers will not be allowed to sign in later.

## **5. Contact addresses for the instructors plus further information and advice**

If you still have questions about how to complete your report after reading these guidelines or you have doubts about the typical progression of your internship then contact the relevant internship supervisor. These are for IB students:

During the summer term and summer break – Prof. Dr. Neil Thomson, [Neil.Thomson@ohm-hochschule.de](mailto:Neil.Thomson@ohm-hochschule.de) Tel. 0049 911 5880 2876, room 234.

During the winter term and winter break – Prof. Dr. Uwe Mummert, [Uwe.Mummert@ohm-hochschule.de](mailto:Uwe.Mummert@ohm-hochschule.de) Tel. 0049 911 5880 2867, room 228.

Nürnberg, February 2011

Neil Thomson and Uwe Mummert

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<sup>2</sup> The instructor reserves the right to request a digital copy of the paper, or indeed your comments on a paper, and use this to check for similarity using contracted software.