



Guidelines for writing intern reports

Passing the practical semester or basic internship requires submission of an intern report, which is to be compiled according to the following guidelines.

1. Content

The intern report is a **description of the student's activities during the internship**. In addition to a brief presentation of the company, the report should describe

- **activities and work processes** in which the intern was involved or which they carried out independently,
- particular **problems faced and solved** by the intern,
- **projects** which the intern worked on.

A bullet-point summary is not sufficient.

The intern report is to be structured and preceded by a table of contents. If time was spent in several departments or divisions, the report is to be signed by the relevant supervisor or training coordinator (in the case of dual degree students) and by the student.

Students of the Business School are also to add to the report half a page of so-called "lessons learned", in which the student sets out what they have learned in the internship or which skills they have acquired. If this section is missing, the intern report cannot be recognised!

Students of the Faculty of Electric Engineering and Computer Science: Please note the recommendations for compiling the intern report. You will find these in Moodle at:

[Homepage > Courses > Faculty of Electrical Engineering and Computer Science > General Information FEI](#)

If these recommendations are not observed, the intern report cannot be recognised!

Students of the Faculty of Mechanical Engineering: Please note the recommendations for compiling the intern report. You will find these in Moodle at:

[Homepage > Courses > Faculty of Mechanical Engineering > Lecturer course rooms > Prof.Dr.-Ing. Wolfgang Prechtl > General Information Prof. Dr.-Ing. Prechtl](#)

If these recommendations are not observed, the intern report cannot be recognised!

2. Length:

The length of the intern report not including the cover sheet is to be at least **eight pages**, of which **no more than two pages shall consist of pictures, tables and the table of contents** (for more detailed regulations, please refer to the information provided by your faculty on Moodle). The description of the training company may not exceed half an A4 page. The intern report is to be submitted in typed form and in a common font size (11 pt) with a maximum line spacing of 1.5.

If the student has been partially exempted from the internship, a shorter length can be accepted in line with the scope of the exemption. The length is to be shortened proportionately to the number of weeks exempted.

For those students taking a **dual degree or joint degree**, it is **not sufficient** to submit copies of the weekly reports! An activity report is to be compiled of the length specified above.

3. Cover sheet

The intern report requires a cover sheet. This is to be found at: [Moodle](#) > University-wide programme > SCS > Internship Office > Processing internship documents > Praxis_Bericht_Deckblatt_englisch.pdf

Self-compiled cover sheets may also be used, providing these contain the same information as the university form. The cover sheet is to be signed by the supervisor and stamped with the company stamp of the training centre.

The following statement must also appear: "The training centre confirms the information contained in this report."

4. Reference

See [Moodle](#) > University-wide programme > SCS > Internship Department > > Processing internship documents > Praxis_Zeugnis_Muster_deutsch.pdf as a guideline or template showing which elements your internship reference must contain.

It is also possible to use the company's own template, providing this contains the information required by THI.

On completion of the internship, the certificate is to be sent right away with the signed report by e-mail to praktikum@thi.de.

File name: Studiengang_Name_Vorname_Bericht.pdf bzw. _Zeugnis
(Example: BW_Mustermann_Max_Bericht.pdf or FT_Mustermann_Max_Zeugnis.pdf)

Here, please note that the procedure cannot be finalised by the Service Center for Academic Affairs until the complete set of documents has been submitted. You can check the processing status at any time on the student portal.

5. Internship abroad

Please consult the International Office (Internship Abroad/ Career Service) to find out what you have to do after taking an internship abroad.

6. Information for the internship company

The internship report is treated confidentially by THI and only passed onto the practical semester coordinator for verification and authorisation purposes.