

Internship Guidelines for the Post-Graduate Master's Program in Urban Management

Last update: July 2015

Table of Contents

- I. General Regulations
- II. Objective of the Internship
- III. Possible Internship Positions
- IV. Scope and Duration of the Internship
- V. Internship Report
- VI. Certificate and Evaluation of the Internship

I. General Regulations

1. Students must do an internship as part of their studies. This is stipulated in Section 5 (4) of the Study and Examination Regulations for the post-graduate Master's program in Urban Management of 6 May 2015.

II. Objective of the Internship

2. Under the guidance of experts at relevant national or international institutions, students shall acquire and deepen extensive practical knowledge and skills in the core areas of Urban Management. The internship offers the opportunity to apply practically the knowledge about work flows and techniques that has been acquired theoretically, enables the participation in decision-making and coordination processes in conjunction with the players involved, and trains the knowledge about adjusted strategies for the execution of plans and the implementation of individual measures.

III. Possible Internship Positions

1. Students may choose a position for their integrated, practical collaboration in specific projects from a range of almost all subject areas that are related to the Urban Management program. The program coordinator shall advise students on the requirements of the internship.
2. Students themselves shall organize their internships, the program coordinator may offer support by providing contacts.

IV. Scope and Duration of the Internship

3. The internship shall last at least seven weeks (around 280 working hours).
4. The internship's overall duration of at least seven weeks may be completed either in one stretch or in the form of two separate internships. A partial internship shall last at least two weeks (80 working hours).
5. It is recommended that the internship be completed during the semester break.

V. Internship Report

6. Students must prepare an internship report for each internship. These reports shall help students to reflect on their own work and to evaluate the joint work.
7. The internship report shall include the following content:
 - cover sheet with the student's name, the name of the internship institution, the duration of the internship, and the project
 - brief description of the project
 - description of the areas of application / activities
 - written acknowledgement (a few lines long) issued by the institution indicating the duration of the internship and the activities performed during it
 - detailed description of the project
 - a personal progress report

VI. Certificate and Evaluation of the Internship

1. The total amount of work required to obtain ten credits is 300 working hours (one credit being the equivalent of 30 hours of work). The completion of the internship and the submission of the internship report are prerequisites for the granting of credits.
2. The program coordinator shall decide upon the proper performance of the internship. In accordance with Section 5 (4) of the Study and Examination Regulations of 6 May 2015, the program coordinator shall issue an internship certificate which will be rated as an ungraded certificate worth ten credits.
3. The internship and internship report shall not be graded.