

MSc Geoinformatics (PO 2023)

MA6GIC2029 INTERNSHIP – Internship Report

As part of the assessment for the " MA6GIC2029 INTERNSHIP " module, a short internship report must be prepared.

Study achievement to be completed:

- **Completion of 8 weeks internship; short oral presentation as video (5 Min.)**

Final module examination:

- **(Short) Internship report**

Before you start:

Before applying for an internship, you should clarify the suitability of this position for a professional internship in MSc Geoinformatics with the study program coordinator.

Registration for the internship:

The internship is a non-university event. It is therefore not necessary to register in Porta in advance. Instead, please fill out the following form and submit it to the Geoinformatics secretary's office.

Internship Registration Form

Study Program:	MSc Geoinformatics
Student ID:	
Full Name:	
University Email:	

Internship Information

Host Organization	
Name:	
Address:	
Webpage:	
Contact Person:	
Phone Number	
Email Address	
Type of Organization	<input type="checkbox"/> Private Sector, <input type="checkbox"/> Public Institution, <input type="checkbox"/> Other:
Other Information	
Internship Period:	Start Date: _____ End Date: _____
Total Duration (in weeks)	
Weekly working hours:	

Internship Activities:

Brief description of internship tasks:

Relevance to study program:

Declaration by the student:

I confirm that this internship complies with the requirements of my study program.

I consent to the use of my information for documentation and verification purposes by the university.

I confirm that the work carried out in the internship is not double-used for my Master's thesis.

I agree that my short video presenting my internship may be made available to other students (university internal use only).

Location, Date: _____

Student's Signature: _____

Approval by the University

The internship has been reviewed and approved in accordance with the program's guidelines.

Location, Date: _____

Authorized Signature: _____

Internship report:

A short internship report is a brief document that reflects on your internship experience and learning outcomes. It is designed to:

- **Summarize Your Experience:** Provide an overview of the tasks performed and skills developed.
- **Demonstrate Learning:** Showcase how your internship has contributed to your academic and professional growth.

Recommended structure of a Short Internship Report

1. Title page

- Titel: "Internship Report"
- Your full name, email address, and student identification number
- Internship start and end date, number of weekly working hours
- Organization name, and point of contact

2. Introduction (approx.. 100 words)

- Purpose of the internship
- Brief overview of the host organization / company / institute / ...
- Relevance of the internship to your field of study or career goals

3. Key tasks and (approx.. 150 words)

- Summarize your main tasks and projects.
- Mention any tools, techniques, or methods you used.
- Highlight a specific achievement or contribution.

4. Learning Outcomes (approx.. 100 words)

- List the skills you developed or improved (technical and soft skills)
- Mention challenges and how you have adapted to the work environment

5. Reflection (approx.. 100 words)

- Describe how the internship influenced your academic or career path.
- Reflect on personal growth and insights gained.

6. Conclusion (approx.. 100 words)

- Summarize the overall experience in one to two sentences.
- State whether the internship met your expectations.
- State whether you would recommend your internship organization to other students

Certificate of internship

Include a scan of the certificate confirming the completion of your internship issued by your employer in the report

This certificate must confirm the duration of the internship at the specified institution.

Additional Tips for Writing

- Keep the report between **2–3 pages** (excluding the title page).
- Use a professional tone and simple, clear language.
- Organize content into short paragraphs or bullet points for readability.
- Proofread for grammar and formatting consistency.
- State any use of generative AI

Submission

After completing your internship,

- 1) **register for the module examination in PORTA (P1641M0017e).**
- 2) Submit your internship report, along with the internship certificate from your employer to stoffels@uni-trier.de
- 3) Submit your 5-min video presentation via a Seafile share link to stoffels@uni-trier.de
- 4) Attend the Geoinformatics colloquium, where the video will be shown to your fellow students