

GUIDELINES AND RECOMMENDATIONS FOR WRITING YOUR THIRD YEAR INTERNSHIP REPORT

- 1) PRACTICAL AND FORMATTING GUIDELINES**
- 2) REPORT CONTENT**

The internship report is a compulsory part of the Sciences Po undergraduate degree: it will therefore contribute to your third-year assessments.

It concludes the year with a general reflection on your internship experiences.

1) PRACTICAL AND FORMATTING GUIDELINES

Deadlines:

For students who completed their **internship in S5**:
Reports must be submitted before midnight (French time) on **15 March 2024** at the latest.

For students who completed their **internship in S6**:
Reports must be submitted before midnight (French time) on **21 June 2024** at the latest.

If the writing of your internship report requires a derogation from the date of submission above, I invite you to let us know by mail, indicating the reason for a delay:

scpo.carrieres@sciencespo.fr

Submitting your internship report:

By email to: scpo.carrieres@sciencespo.fr

Note: before sending, please ensure that you have activated the “Request read receipt” function on your email account.

Subject line of the email: LASTNAME Firstname: Third-year Internship Report

Title of your PDF: LASTNAME Firstname_report_Name of host organisation_country

Presentation:

It is important that you take particular care as to the writing, spelling and format of your report. You should keep to the following guidelines:

- Font: Arial - 11 – 1.5 line spacing
- Page numbers
- Images, tables and graphics should be put in an appendix
- Electronic format (PDF file sent by email to scpo.carrieres@sciencespo.fr)

Length: 10 pages (excluding title page, table of contents and appendices)

Before writing the report, students are invited to read the regulations of the university’s [Anti-Plagiarism Charter](#) carefully.

2) REPORT CONTENT

Your internship report forms an integral part of your internship semester. It consists of a detailed description of your professional experiences abroad. This write-up allows your examiner to gain an understanding of the tasks you completed and what you learnt from them. Below is a list of the stages we would encourage you to cover in your report. They can be tailored according to your own experiences.

Internship report plan:

Cover page

Table of contents

Introduction - **2 pages**

The internship:

 The context of the internship - **2 pages**

 Your analysis and interpretation of the experience - **4 pages**

 Any cultural differences - **1 page**

Conclusion - **1 page**

Appendices

Title page

This is the front cover of your report. It should be clear and attractively laid-out, featuring all of the following elements:

- The title: "Third-Year Internship Report"
- Your last name, first name, campus, the current academic year
- The start and end dates of your internship
- The name of your host organisation, country and town/city
- Job sector of the host organisation
- Organisation type

E.g: business, NGO, French or local civil service, press, international organisation etc.

- The title of your post.

E.g.: Human Resources Intern, Assistant to the Production Director

- A confidentiality notice if necessary.

Note: Students have the option to add an acknowledgments page after their title page if they wish. The acknowledgments are a way of thanking those people who played an important role in the completion of your internship.

Table of contents

This provides a breakdown of your report, displaying the exact titles of each section and their page numbers.

Introduction: 1 to 2 pages

Your introduction should outline the preliminary steps you took before starting your internship.

- What were your motivations for choosing to complete a hybrid year?
- What were your initial objectives for this long-term internship?

This can include various kinds of objectives:

- Professional discoveries
 - Insight into a new culture
 - Language practice (if the internship took place abroad or in an international environment)
 - Development of your academic or professional plans
-
- How did you go about looking for an internship?
 - How did you find your internship opportunity? (advert on the ScPo Careers website, advert on other job search websites, spontaneous application, your network, other)?
 - What arrangements (administrative and logistical) did you need to make in order to start your internship and/or go abroad?

The internship

Context of the internship: 2 pages

This section is about presenting the framework of your internship and describing the environment in which you worked.

- How would you describe your host organisation and its work?
- What was your role within the team/hierarchy?
- What was your internship supervisor's position? How would you describe your day-to-day professional relationship with him/her?
- What tasks were entrusted to you?

Analysis and interpretation: 4 pages

You should use this section to analyse critically the principal positive and negative aspects of your professional experience.

- How did you go about completing your internship tasks? What resources did you use and what were the results?
- What tools were available to you to help you accomplish your work?
- How did you organise and anticipate your tasks (both individual and group tasks)?
- Did you encounter any difficulties or stressful situations? How did you manage these?
- If yes, were you able to find solutions to the problems you encountered during the internship?
- Did you take any initiatives or make any decisions when working on your projects? If so, how?

- What did you learn while working on your tasks (about the profession, the organisation itself etc)?
- What key skills (knowledge, work strategies) did the internship help you to gain? How did you put these into practice?
- In your view, what broader personal or social skills did you learn through your interactions in the workplace?

Cultural differences: 1 page

Describe your experience within the political and sociocultural context of your host country/culture.

- In what way did your internship allow you to develop your foreign language skills?
- Did you enjoy coming into contact with a different environment (whether culturally, politically, socio-economically, linguistically)?

Conclusion: 1 page

The conclusion is an essential way to bring your report to a close. It recaps on your original internship objectives and outlines the results of what you learnt and your plans for the future.

- How did this internship help you to develop and deepen your knowledge of your major and your choice of Master's programme?
- What will you take away from this professional experience overall?

Appendices

These include any complementary but non-essential documents. Your appendices are a way of clarifying on a point discussed in your report. They are attached after the main body of the text. They can include any useful elements to help your reader understand your experience:

E.g.:

- Articles, graphics, statistics and photographs
- Practical information about travelling to the country: visa, housing, living costs
- Any formative experiences outside of your internship: travel, cultural excursions, sports
- Bibliography

CONTACT SCIENCES PO CAREERS

Christiane LALOY

Third-year internship officer
christiane.laloy@sciencespo.fr

General enquiries and information service

scpo.carrieres@sciencespo.fr

