

# **GUIDELINES AND RECOMMENDATIONS FOR WRITING YOUR THIRD YEAR INTERNSHIP REPORT**

- 1) PRACTICAL AND FORMATTING GUIDELINES**
- 2) REPORT CONTENT**
- 3) ASSESSMENT FORM**

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

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

## 1) PRACTICAL AND FORMATTING GUIDELINES

### Deadlines:

The report and the evaluation form must be submitted within two weeks after the official end date of the internship.

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](mailto:scpo.carrieres@sciencespo.fr)

### Submitting your internship report:

By email to: [rappports.3a@sciencespo.fr](mailto:rappports.3a@sciencespo.fr)

**Note:** before sending, please ensure that you have activated the “Request read receipt” function on your Sciences Po 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 [rappports.3a@sciencespo.fr](mailto:rappports.3a@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

### 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
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- 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?

**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**

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