Guidelines for the written report on the Internship/Study Abroad in Sustainable Agriculture (SAg_29) and Agribusiness (AB_29) or Learning Agreement (Internship)

1. Make sure you find an interesting and informative internship in good time (it is recommended to contact companies a few months before the intended begin).

2. It is possible to split the 20 weeks of the internship into two parts with each part spanning at least 8 weeks (eg. 8 weeks one company and 12 weeks the other company).

3. <u>At least 2 weeks before</u> you start your internship apply for it via the Sharepoint online tool: <u>Click here</u>. Upload also a document <u>in English or German</u> (e.g., contract or other agreement with the company) in which the time of your internship is stated (in case of a split internships – contact me for further instructions).

4. The aim of the written report is to produce an output that provides value to you and the institution you are with. Your anticipated learning outcome is an enhanced practice of independent scientific working and academic writing which will prepare you for the subsequent writing of your Bachelor thesis.

5. Before or at the early stages of the internship agree with your supervisor on a topic that you can work on during your internship.

   • The topic or scientific question should be of interest to <u>you</u>, to the institution you are with as well as to your supervisor.

   • The topic should require you to collect and analyze some primary data in a type of "consulting project" for your internship organization. This could still be a practical project, such as conducting a market or competitor analysis, or developing an inventory or procurements system. Ideally, the internship enterprise will be interested in this project and provide the necessary support in data collection and supervision.

   • Roughly check before the decision on your final topic if you can find and/or obtain subject specific, scientific literature on the subject.

   • A report that is merely based on secondary sources/ literature review is typically NOT suitable as internship report

6. The Title of the report should be to the point – to awaken interest in the topic.

7. The report should have a length of 15-20 pages. The title page, table of content, the reference section and appendix where appropriate are in addition to the 15-20 pages.

Formatting:

8. Arial or Times New Roman, 12 pt., 1.5 lines spacing, justified with automatic hyphenation ON, page margins at least 2.5 cm

9. Chapter headings are numbered, e.g. 1, 1.1, 1.2 etc. Avoid to use more than 3 levels of headings

10. Tables and Figures are numbered and have a caption (caption for tables above the table, captions for Figures below the Figure)

11. Please ensure that you have properly checked your internship report for grammatical errors, spelling mistakes and formatting glitches.

Writing style:

12. Your ideas should be structured in a clear and logical way. For example, you can start with more general ideas and move to more concrete ideas, or vice versa. It is recommended to consult the respective lecture materials in Module AB2/SAg2, unit on "Academic writing"

13. Each Paragraphs should express one idea or main message. Typically, a paragraph consists of at least 3 sentences. One of these sentences should be the 'topic sentence' that clearly expresses the central argument. It can stand at the beginning or the end of the paragraph. It is recommended to consult the respective lecture materials in Module AB2/SAg2, unit on "Academic reading"

14. Avoid the use of personal pronouns like "I", "my" etc.

15. It is recommended to consistently use past tense when presenting your results. More general ideas can of course be presented in present tense.

Structure:

16. The report should be structured like a scientific paper. The company profile and your own experience can be part of the literature review, the methods as well as the results where appropriate. Your report should be written for readers without specific prior knowledge.

17. Typically an internship report should consist of 5 main chapters as follows:

    a. The introduction should explain why the topic of your work is important and awaken interest in the topic/research question. In its last paragraph you should explain, which

objective and sub-objectives you pursue with your work. Usually e.g. as "The objective of this report is to ..... In doing so, the following three sub-objectives will be investigated: ..."

b. The Literature review presents an overview and synthesis of relevant literature, concepts or theory (i.e. original research articles, reviews, current textbooks, official [governmental] websites, the company profile, your own experience, etc.). Here you can briefly(!) present key concepts that you will use in the further section of your report. It is important that this section is well linked to and prepares the ground for the following sections of your report.

c. In the method chapter, briefly explain your research design (e.g., survey, case study, experiment etc.), which data you use (e.g., qualitative, quantitative, from which sources), how it was collected (e.g., data sampling, data collection methods) and how it was analysed (e.g., statistical or other procedures and instruments).

d. Then follows a results and discussion section – both of these can be combined in one or separated into two chapters. Here you present your findings and interpret and discuss your results e.g. by taking reference to other investigations that have found similar or different results.

e. Finally, in the conclusions section you put your results in a broader context: What can we learn? In which way are your findings important or helpful? What questions remain open? What are the limits of your work? Etc.

18. A bibliography/ list of references section will follow. If appropriate, appendices can be added

Literature:

19. Sources have to be cited according to Harvard Citation Style (see example here)

20. You need to demonstrate in your report that you can appropriately work with academic literature. As a rule of thumb, it should contain at least 10 scientific articles from international peer-reviewed journals or other scientific sources (e.g., monographs, databases) pertinent to your research topic.

21. To search for academic peer-reviewed literature, you can use google scholar, or even better, the Web of Science (WoS). You can get access to WoS through our University Library: http://ezproxy2.hsrw.eu/login?url=http://apps.webofknowledge.com/WOS_GeneralSearch_input.do?product=WOS&search_mode=GeneralSearch&preferencesSaved=&highlighted_tab=WOS

22. Ideas that you borrow from other sources should be correctly cited. To avoid copy-paste plagiarism, appropriately paraphrase and/or summarize ideas from sources. I recommend to consult the respective lecture materials in Module AB2/SAg2, unit on "Academic writing"

23. For further instructions, please refer to the Module "Academic principles and methods" and to relevant books on academic/scientific writing which you can also find in the library.

Deadlines and submission

24. The deadline for submission is generally 8 weeks after finishing the internship. Please note that you need the credits to register for your thesis.

25. Before finally submitting your report, perform a plagiarism check through turn-it-in in Moodle. Register in the following Moodle course (https://moodle.hochschule-rhein-waal.de/course/view.php?id=11427), upload your document and submit the plagiarism assessment report to your supervisor. The password for the Moodle course is "Plag#test".

26. Submit the final internship report together with the company's certificate of attendance or other confirmation documents via the Sharepoint online tool: https://sharepoint.hochschule-rhein-waal.de/sites/Praxissemester/SitePages/Homepage.aspx (this is also the link where you need to register your internship before the start).