

Module Description: Practical Module P1. Home Module – 10 ECTS

Persons responsible for the module:

Prof. Dr. Eva Buchi, Teachers of the home university

The internship is a mandatory module in the 3rd EMLex semester. The duration of the internship is four to six weeks and possible hosts are institutions, in which dictionaries, terminologies and/or language corpora are planned and created (publishing houses, companies, institutes). The internship is either done in the semester break (between the 2nd and 3rd semester) or accompanying the 3rd semester and it is individually organized in each country by the students/teachers. During the internship, a supervisor in the internship organization is responsible for the students.

Duration of the module:

4-6 weeks internship of about 40 hours/week plus application for the internship plus internship report.

EMLex: Guidelines for the internship report

The students of the programme EMLex have to write an internship report on their mandatory four to six week internship related to their occupational field.

1. Aims of the internship report

The internship report reflects experiences made in the professional occupational field of lexicography. The following should be kept in mind when writing the report:

- Which skills/knowledge acquired during the EMLex studies could be applied
- Which other (key) qualifications could be used
- Which other (key) qualifications turned out to be necessary in the occupational field of lexicography.

The internship report has to be written in a linguistically correct way and it has to be written in German or English or the national language of the respective home university of the student.

2. Length, structure and proper form

The length of the internship report is 10 to max. 20 pages.

2.1. Cover Page

The cover page has to contain the following:

- Name
- Student number
- Contact details (address, telephone number, e-mail address)
- Number of semesters
- Name and contact of the teacher of the home university
- Name and contact of the supervisor in the internship institution.

2.2. Table of Contents

The internship report has to be structured in a clear way and it has to contain a table of contents.

2.3. Main Part

The report should summarize the work during the internship and the experiences made. The following points should be kept in mind:

- Portrait of the institution (department, structure, number of employees, legal form, locations, etc.)
- Time and duration of the internship

- Application process
- Details on the internship (description of the fields of activity, work fields, projects, tasks, etc.)
- Evaluation of the internship (relation of the contents of the internship to the studies, significance of the internship for the studies and the future job, advantages and disadvantages, suggestions for improvement)

3. Appendix

The following has to be enclosed:

- Application documents
- Confirmation of the internship