



Annex to the Student Handbook

Guidelines for writing the internship report (Version November 2017)

The **internship report** is a piece of work designed to provide an articulate account of your experience as an intern (or work placement) that may take place between semesters 2 and 3 of your *Crossways* Master's programme.

Please note that it is the report, and not the work placement itself, that will be graded by your local Crossways coordinator in order for you to obtain the corresponding 5 ECTS. Consequently, more than the nature of your work placement and likely success of your internship as a personal experience, it is the quality of this document that will matter in the eyes of your academic supervisors. That is the reason why the internship report must be redacted with great care.

- **Length of the report**

The report must be approximately **4000 words** long. It may also feature appendixes¹ and other elements such as photographs, tables, illustrations, interviews or extracts from projects you will have been involved in.

A bibliography is to be added when deemed appropriate.

- **Structure of the report**

Although the internship report is not an academic essay *per se*, its structure should not be entirely different from other academic exercises.

¹ These latter elements are not included in the word count.



Crossways in Cultural Narratives

ERASMUS MUNDUS MASTERS

It must feature **an introduction** and a **conclusion**, as well as some **organized sections**, which must detail as clearly as possible the details of the tasks you were required to do during the period of your work placement, the nature and activities of the company or administration you worked with.

Finally, the report should allow you to come up with a reflexive discussion on your experience as both an intern and a Crossways student. The last section of the report should be devoted to the description of this personal reflexive experience.

When the internship takes place during the summer, as it normally should, the report must be handed in to your local coordinator no later than **September 20th at the beginning of semester 3**.

In case of other dates for the internship, the deadline will be discussed with the local supervisor of your home university.

Finally, please note the general information provided in this document may be subjected to modifications. Instructions and expectations may vary slightly from one university to the next. Please make sure you are in touch with your local supervisor before undertaking the internship as well as the writing of the report.



Work Placement Assessment Form

Student:
Programme: Erasmus Mundus Masters Crossways in Cultural Narratives
Project title:
Project supervisor/First marker:
Second marker:
Agreed mark:

GENERAL CRITERIA: BANDINGS

Bandings correspond to the marking scales: 1= A-, A, 2 = B-, B, 3 = C-, C, 4= D-, D. They are used to provide an assessment of relative strengths and weaknesses, *not* as an arithmetical basis for the grade.

When the average grade for the programme is calculated, a grade of A or A- equals Distinction; D- to B equals Pass. The MLitt Dissertation must itself attract a grade of not less than D- for the award of the degree

ASSESSMENT CRITERIA: BANDINGS

		1 (A-, A)	2 (B-, B)	3 (C-, C)	4 (D-, D)
1	Contribution to the employer's goals				
2	Connection with the student's academic goals and area of study				
3	Critical analysis				
4	Scholarly presentation and style				

FINAL AGREED GRADE	
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GENERAL AGREED COMMENTS²

² These comments should consist of a single, agreed text of 200-300 words which addresses the marking criteria above.