

INTERNSHIPS – Information

(Module 14 “Research Internship”, Module 15 “Internship in educational institutions”)

Aims and goals

- General:
 - o Insight into research institutions of teaching and learning
 - o Differentiate and critically reflect the positions and benefit of research
- Research Internship:
 - o Know key elements and organizational processes for the execution of research studies in the field of teaching and learning
 - o Collaborate on one research project
- Internship in educational institutions (e.g., ministry, foundation, etc.)
 - o Get to know a selected educational institution from an application perspective
 - o Know different perspective and interests of persons/groups who are involved in decisions
 - o Reflected insights into typical interaction processes
 - o Estimate own competencies in relation to the team

Application for an internship

Before contacting people from that list and sending your application, you have to inform yourself about the institution, read about the required prerequisites and prepare a specific cover letter (explaining the reasons for your interest in the specific organization and identify your most relevant skills or experiences) and your resume.

Formalities to pass the modules

- Regular & active participation in the internships
- At least 120 hours per internship or three weeks full time → official certificate/confirmation issued by your intern institution (including the number of working hours and a short description of your tasks)
- Production of one project report per internship
- As a document name please use consistently the following structure:
Surname_Name_kind of internship (research or institutional)_matriculation number_document type (certificate or report). Please send these documents per email to doris.holzberger@tum.de.
- Register for the exam in TUMonline (as soon as you have fulfilled all requirements)

Project reports

The internship report will be about 3-5 pages (Arial, 11 pt., 1.5 line spacing) and should include

- description of the institution and its goals,
- functions and tasks during the internship,
- experiences during the internship should be illustrated, analyzed and reflected (e.g., different interests of persons/groups involved in decisions, typical interaction processes)
- link experiences to theoretical knowledge acquired in your Master’s Program (e.g., estimate own competencies)