



Introduction to the modules

“Research Internship” & “Internship in Educational Institutions”

Technical University of Munich
TUM School of Education
Friedl Schöller Endowed Chair for Teaching and Learning Research



<https://pixabay.com/de/schild-wegweiser-zukunft-schritt-492991/>



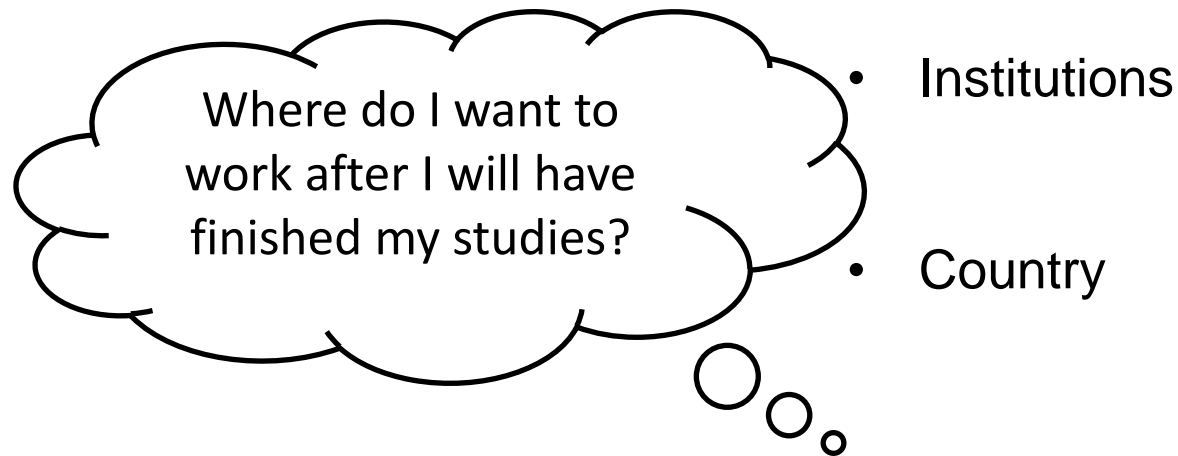
Today's session

- Why is it necessary and what are the aims and goals?
- How to find a possible institution?
- How to proceed?



Why is it necessary and what are the aims and goals?

Why is it necessary?





Program structure

| 1. Semester | 2. Semester | 3. Semester | 4. Semester |
|---|---|--|-----------------|
| Module 1 (required) <i>Introduction to methods in Teaching and Learning Science</i> 5 CP | Module 6 (required) <i>Educational processes and outcomes (I)</i> 10 CP | Module 9 (required) <i>Educational processes and outcomes (II)</i> 10 CP | Master's thesis |
| Module 2 (required elective) <i>Reading and administration of literature</i> 5 CP | | Module 10 (required elective) <i>Analysis of variance</i> 5 CP | |
| Module 3 (required elective) <i>Writing and presentation skills</i> 5 CP | | Module 11 (required elective) <i>Video analysis</i> 5 CP | |
| Module 4 (required) <i>Institutions in the international context of educational systems</i> 10 CP | Module 7 (required) <i>Educational institutions and quality development</i> 10 CP | Module 12 (required elective) <i>Analysis of interview data, learning journals and portfolios</i> 5 CP | |
| | | Module 13 (required) <i>Research on Teaching and Learning: specialization</i> 5 CP | |
| Module 5 (required) <i>Models of teaching and learning</i> 10 CP | Module 8 (required) <i>Teaching and learning processes in classrooms and instructional design</i> 10 CP | Module 14 (required) <i>Research internship</i> 5 CP | |
| | | Module 15 (required) <i>Internship in educational institutions</i> 5 CP | |
| 30 CP | 30 CP | 30 CP | |

Content

- 2 Internships

- **Research internship:** research institution inside TUM School of Education

- **Internship in Educational Institutions:** educational institution

- **Duration:**

- three weeks for every internship (full-time) or altogether 120 hours per internship (duration can also be longer)





Aims and goals

- "Research Internship“:

insight into research institutions of empirical teaching and learning research

➔ the students know key elements and organizational processes for the execution of research studies in the field of teaching and learning science

For this purpose the students visit in a three-week period a research institution inside or outside the TUM School of Education and collaborate on one research project



Aims and goals

- “Internship in Educational Institutions“:
insight into an educational institution
 - ➔ the students know different perspectives and interests of persons and groups who are involved in decisions
 - ➔ they have a reflected insight into the typical interaction processes of the institution

In this internship (three weeks) the students get to know a selected educational institution (e.g. ministry, foundation, etc.)



How to find a possible institution?

Where can you work as an intern?

- Think about your possibilities

Are there researchers in whose research I am especially interested?

Which field of educational research is interesting for me?

Is there any institution I want to get a deeper insight of?

Did I read a really interesting paper? Who wrote it?



Ideas for possible institutions - RES

- You can also serve the internship in a **foreign** or your **home country**
- **Research internship outside TUM:**
 - Ask researchers in whose research you are interested in
 - Maybe there are interesting opportunities at the other university in Munich at LMU (there are also chairs in that field) → search and contact them
 - Search for research institutes in that field
- **Research internship inside TUM**
 - You can ask **teachers of your seminars** if they can provide you a possibility for a research internship at a project
 - Also other chairs at TUM



Ideas for possible institutions - EDU

- **Internship in educational institutions outside TUM:**
 - Fields where you would like to work (e.g. Foundations, Ministry, Management)
 - **Foundations** in the field of education (e.g. Bosch, Siemens, Bertelsmann, Hertie)
 - **Other institutions:** Volkswagen Bildungsinstitut, DAAD (German Academic Exchange Service), DFG (Deutsche Forschungsgemeinschaft)
 - You can also try to apply for internships in **Human resources** (Siemens, Allianz, BMW....)
 - **Consulting Companies** such as McKinsey are also possible
 - **LMU:** there are also further institutions at LMU
- **Internship in educational institutions inside TUM:**
 - There are also institutions inside TUM, see list



Ideas for possible institutions

- You can also use search engines, e.g.:
 - <https://www.daad.de/ausland/praktikum/vermittlung/de/262-praktikumsboersen-weltweit/>
 - <http://www.internships.com/>
 - <http://www.stepstone.de/en>
 - <https://db.alumni.tum.de/jobs?language=en>
 - You can also try to **initially** apply for internships
- If you have ideas, you can contact me and show me your suggestions



Internships abroad (Funded by Erasmus SMP)

- Internships in Europe: Fellowships possible (Erasmus SMP)
- The internship (funded by Erasmus SMP) has to last at least 2 months (max. 12 months)

<http://www.tum-erasmus-smp.de/en/smp-praktikum/index.htm>



TUM links

Here you can find TUM-links regarding internships:

<https://www.together.tum.de/en/career/>

<http://www.tum.de/en/studies/during-your-studies/jobs-and-internships/>

Scholarships:

<http://www.tum.de/en/studies/fees-and-financial-aid/scholarships/scholarship-database/>



List of possible institutions

| Institutions inside TUM | | | | |
|---|--|------|---|--|
| Institution | Information | Type | Contact institution | Previous RTL student |
| Hochschulreferat Studium und Lehre, TUM | <p>Previous student's team: Evaluation and tuition management</p> <p>Main tasks of a previous student: Development of an evaluation instrument for master RTL study conditions:</p> <ul style="list-style-type: none"> • to modify the instrument • to conduct pilot study • to collect & analyze data | RES | http://www.lehren.tum.de/en/lehren-an-der-tum/team-hrs/ | Sarah.reinhold@gmx.net |
| Electrical and Computer Engineering, TUM | <p>Previous student's team: Evaluation study regarding student drop-out rates</p> <p>Main tasks of a previous student: Development and implementation of the research instrument:</p> <ul style="list-style-type: none"> • Literature research • Conceptualization and operationalization • Instrument development • Analyzing and interpreting data • Translating questionnaires to English | RES | | melaniehoerth@gmail.com |
| The Heinz Nixdorf-Chair for Mathematics Education, TUM School of Education | <p>Previous student's team: Research team of "Mathematics reasoning at the elementary school level - solving strategies from German and Taiwanese students"</p> <p>Main tasks of a previous student:</p> <ul style="list-style-type: none"> • to translate the Taiwan students' solutions of open-ended test questions (statements of reasoning process) from Chinese back into English • to do coding on a small sample of respondents as a piloting step before whole group coding and to give suggestion in revising the coding schemes created by the project leader • to code all the Taiwanese students' answers according to schemes | RES | https://www.ma.edu.tum.de/en/starts-eite/ | baiduanli@gmail.com |
| Institutions outside TUM | | | | |



How to proceed?



Procedure

- The internships can be completed through the whole year (already in winter/summer vacation)
- You can complete an internship at once or split it (e.g. one day per week over a longer period)
- Search for institutions and confer with me if you have questions
- Contact the institution, apply with cover letter and CV (cover letter should include that you are student at the TUM School of Education; the name of Kristina Reiss and Tina Seidel could be mentioned)

How to write your inquiry/cover letter

- Critical first Impression
- Makes the difference between obtaining an interview or having your resume ignored,
→ devote the necessary time and effort to writing inquiries/
effective cover letters
- should be designed specifically for each position you seek!
(not one standardized letter for various institutions)
- explain the reasons for your (high level of) interest in the specific organization
- identify your most relevant skills or experiences for the position



How to write your inquiry/cover letter

- If you are just firstly asking for a possibility via e-mail, it is important to make a good first impression:
 - address a person, not only: regards
 - be polite
 - explain context and interest
 - reason why you would like to receive insight
- If you receive an invitation for an interview: be on time



Requirement to pass the modules

- Regular and active participation in the internship
- At least 120 hours per internship or three weeks full time
→ official certificate/confirmation/proof issued by your intern institutions (including the number of working hours, short description of your tasks, attendance, stamp)
- Production of a project report for each internship/module (pass/fail credit requirement)

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

- About 3-5 pages, Arial, 11 pt., 1.5 line spacing
- Contents:
 - 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)

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.
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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)




Documents <https://wiki.tum.de/display/studiumedu/Internships+MA+RTL>

Seiten / ... / 1

Internships MA RTL

Angelegt von Janoschek, Lisa, zuletzt geändert am 09. Januar 2017

There are two internships that need to be completed:

| Module | Semester | ECTS | Duration |  |
|--|--|------|--------------------------------------|---|
| Research internship (Module 14) | recommended for the 3rd semester, can be completed through the whole year | 5 | 3 weeks (120 hours), can be splitted | In case that you do your research internship at one of the EDU-chairs, please familiarize y documents that need to be provided. <ul style="list-style-type: none"> • Three forms (to be filled out upon consultation with the respective chair, please ask the r • Copy/ abstract of the current <u>amending statutes of the Master's regulations</u>, proving that mandatory (appendix 2 "Coursework" on page 4) • Proof of enrollment • Current resume • Non EU/ EAA students: residence permit with an allowance of interships |
| Internship in an educational institution (Module 15) | recommended for the 3rd semester, can be completed through the whole year | 5 | 3 weeks (120 hours), can be splitted | |

Helpful handouts



Contact person

The responsible examiner and contact person is Dr. Doris Holzberger.



To find a internship position and (later) a job position



**Acquire
Language Skills**