

HCU

HafenCity Universität
Hamburg

KULTUR DER METROPOLE
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HENNING-VOSCHERAU-PLATZ 1
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HOW TO INTERNSHIP

INFORMATIONEN
ZUR BERUFSORIENTIERTEN VERTIEFUNG
IM STUDIENGANG KULTUR - DIGITALISIERUNG - METROPOLE

In the 5th semester, students of Culture - Digitisation - Metropolis are encouraged to deepen what they have learned so far either in practice or in a broader academic context. To do this, they choose between the modules Career-oriented Consolidation and Scientific Consolidation. In addition, the in-depth semester provides the opportunity to develop perspectives for the time after the B.A. degree. More information can be found in the [BSPO](#) and the respective [module cards](#).

Students who opt for the career-oriented constitution try out the knowledge and skills acquired in the first four semesters in practice. During an internship in a cultural institution at home or abroad of at least **19 weeks**, concrete ideas of a later professional practice are developed.

- Practical experience of using the methods, techniques and theories learnt in the first four semesters under real-life conditions, for example within a (cultural) institution or a humanities Bachelor's programme at a university in Germany or abroad.
- Skills to classify and deal with working conditions in (cultural) institutions and in other fields of science.
- Well-founded reflection skills on implementation and its impact in the given context.
- Development of more concrete ideas of a later professional or scientific practice.

The internship must be completed in a cultural institution and last at least **19 weeks**. The choice of practical partners is agreed with the study programme before the start of the internship. If you are planning an internship, please inform yourself in good time about possible internship places. If you have any questions, please contact kdm-praktika@hcu-hamburg.de.

If you are planning an internship abroad and have questions about deadlines and funding, please contact the [International Office](#).

1. Application, networks, partners and opportunities

Where can I do my internship? Where can I apply?

Since CDM is as broadly positioned as the cities we research, internships of many kinds are welcome. What is important is the personal interest and the relevance to the study. Here you can find CDM's network of cooperation partners in the city of Hamburg.

Can I do my internship abroad?

Yes, you can also do an internship abroad. If you have any further questions about studying abroad, please contact the [International Office](#) or [Inga Reimers](#) (CDM).

What is the minimum duration of my internship?

The internship must include **750 hours** of working time. If you calculate with a 40-hour week, this results in a minimum of **19 weeks**. However, other divisions are also possible, as the period between the 4th and 6th semester, i.e. from the end of July to the end of March, can be fully utilised. Part-time internships are also possible, for example, with 20 hours per week and a length of 38 weeks.

When can I do my internship?

In our degree programme, the specialisation semester is scheduled for the winter semester. However, you have a flexible time frame for this, as the period between the 4th and 6th semester can be fully utilised. It is important that your internship is completed by March at the latest to receive credit for the internship in the following summer semester.

Can I do several internships?

Yes, the **750 hours** can also be collected through several internships.

2. Informal registration

If you have already received a positive response to your internship enquiry and are following it up, then get in touch with a short email. Arrangement and approval as well as informal registration at kdm-praktika@hcu-hamburg.de.

Where do I get the confirmation that it is a compulsory internship?

Contact the CDM staff members in charge, at kdm-praktika@hcu-hamburg.de who are responsible for organising the internship.

Do I have to let anyone know where and when I am doing my internship? If so, who and until when?

Yes, this information is requested by the CDM internship officer (usually in the last meeting of the project management seminar at the end of the 4th semester and at the beginning of the 5th semester by e-mail). It is always advisable to contact the internship coordinator before the start of the internship to discuss the internship (especially communication of the location and period of the internship).

Can I do an internship in the summer semester?

Yes, this is also possible. However, the presentation can only take place at the following Perspectives Day, i.e. at the beginning of the next summer semester.

3. Realization of the internship

You complete your internship in the winter semester.

Can I also have other activities credited as practical experience?

Yes, if you work in a (cultural) institution or have otherwise gained practical experience in the cultural sector, this can be credited. Please contact kdm-praktika@hcu-hamburg.de.

Can I take a semester off during the internship?

Yes, you can take a leave of absence for the internship period. Make sure that you cannot take any exams during the semester of leave. A semester of leave can be advantageous for receiving BAföG, as semesters of leave are not counted as semesters of study; in addition, you can [apply for reimbursement](#) of the semester ticket during a semester of leave.

4. Internship report

In an internship report at the end of the 5th semester, students reflect on their experiences as well as the applicability of the course content in practice. In addition, a presentation is made at the CDM Perspectives Day. The internship achievements must be confirmed by the respective institution and the recognition must be approved by the examination board. The internship report, which comprises a maximum of **25,000 characters** (incl. spaces) and a maximum of 10 pages, must be submitted in a digital version by **March 15**. The signed acknowledgment form from the internship institution is also submitted with the [report](#). This is then forwarded by the CDM team to the responsible member of the examination board. The achievements are then entered by the examination office.

5. Internship report requirements

The internship report is there to reflect on your career-oriented deepening on the one hand in relation to what you have learned in your studies and on the other hand in relation to your professional ideas. It should give the reader an insight into the internship institution, your fields of activity, your experience and learning success as well as your thoughts on further professional development. contact kdm-praktika@hcu-hamburg.de.

- **Format:** The internship report is to be written similar to a term paper (see style sheet). It is divided into a title page, table of contents, summary, content text and appendices.
- **Contents:** The content of your internship report is divided into five chapters. It comprises a maximum of 25,000 characters (incl. spaces) on a maximum of 10 pages of text.

1. summary

In the one-page summary (max. 2,760 characters incl. spaces) you give a concentrated account of your internship. This includes the so-called hard facts (name of the institution, internship period, field of activity, remuneration, recommendation).

2. Introduction of the institution

Introduce the institution and also look at it from the perspective of our study programme and against the background of what you have learned in your studies (e.g.: What is the history of the institution's development and how is it embedded in urbanisation processes? What contribution does the institution make to the cultural practices of the city? What concept of culture is used or how do the staff understand culture? Which cultural theoretical approaches are used there? What did you notice about gender/diversity in the institution? How does the economy play into the functioning of the institution?) In addition, introduce a selected person in a short interview (How long has the person been working in the institution? Which fields of activity are in your responsibility? What competences and skills are necessary for this? What training has he/she completed and what areas of responsibility did he/she have prior to his/her current position? How did she start her career and what does she recommend to newcomers with regard to her institution/sector?) **Do not forget to include the name and position of the person!**

3. Presentation of the exact field of work of your internship

What were you involved with? Make references to the content of your studies here as well (e.g., how is project management organised in terms of work processes and leadership issues? How is project management organised with regard to work processes, leadership issues and the use of IT? Which visualisation programmes are used? How does the institution communicate to the city? What methods are used there, e.g. field research, artistic research or historical analyses).

4. Personal conclusion

Make your experience and learning achievements clear (What motivated you to do this internship? What ideas did you have about the institution/field of work before the internship? Have these changed/been confirmed? What challenges did you en-

counter? How did it strengthen your professional perspective?

5. BA-Topic

Present your approach to the BA thesis on a maximum of one page. This includes a brief problem orientation (What do you want to work on and why is this topic important?), the research question (What do you want to find out/investigate?) and your thoughts on the method (How do you want to investigate this?). Try to answer the questions as concretely as possible! The topic of your BA thesis does not necessarily have to be related to your internship, but it is recommended.

6. Attachments

The attachments include pictures, maps, etc. if they are useful for the clarity of your internship; it is essential to include a printout of your poster for the internship presentation. In addition, a qualified certificate issued by your internship institution as well as the signed internship confirmation for the examination office are part of the attachments.

7. Internship Presentation

Procedure of the internship presentation

In addition to guest lectures organised by the lecturers, your internship presentation (together with the Erasmus presentations) form the core of the Perspective Days, which are intended to provide stimulation and support for subsequent years of study. The internship presentations are presented in thematically bundled panels (e.g. cultural institutions, media, urban research, etc.). They will follow the sequence:

- Approx. 60 min. poster presentation to small groups (incl. discussion)
- Approx. 30 min. panel discussion moderated by students

For the panel discussions, you will meet with the respective moderator for a preliminary discussion in order to jointly determine interesting topics related to your internship. The format is intended to provide the audience with informal

insights and practical tips for choosing an internship.

Requirements for the poster presentation

- **Format:** at least A1 (as printout/plot).
Information in the header: Title of the poster, your name, matriculation number, event title and date. Information in the footer: Contact to you and to the presented institution.
- **Design:** put your content as succinctly and clearly structured as possible and as interestingly and vividly as possible in words and pictures and graphics; draw on everything you have learned in City Visualisation.
- **Contents:** Hard facts
 - Name of institution, city
 - Period of internship
 - Field of activity
 - Remuneration
 - Recommendation (highly recommended, recommended, ok, not recommended)
- **Introduction to the institution**
Look at the institution also from the perspective of our study programme and against the background of what you have learnt in your studies (e.g. what is the history of the institution and how is it embedded in urbanisation processes? What is the history of the institution's development and how is it embedded in urbanisation processes? What contribution do the institutions make to the cultural practices of the city? What concept of culture is used or how do the staff understand culture? Which cultural theoretical approaches are used there? How does the economy play a role in the functioning of the institutions?)
- **Presentation of the field of work**
Make references to the contents of your studies (e.g. how is project management organised in terms of work processes, leadership issues and the use of IT? What visualisation programmes are used? How does the institution communicate to the city? What methods are used there, e.g. field research,

artificial research or historical analysis).

Do not write a continuous flowing text for the presentation of your content, but develop different short and varied text and graphic formats - e.g. an overview of the most important facts and figures of your internship, a portrait of a person from this institution with CV and job profile, the course of a typical working day during your internship, a top 5 of your most interesting task, etc.

- **Feedback criteria**

In our feedback, we rate the poster as successful if you have fulfilled the following criteria:

1. **Content:** comprehensibility, comprehensibility, conciseness. What is the quality and completeness of the information? How successful is the structure and the condensation of all relevant aspects?
2. **design:** readability, visual orientation (is the presentation clear and descriptive?). Does the amount of text, requirement, choice of colours and font size allow a pleasant grasp of the content? How well was visualisation, key terms or highlighting used?)
3. **aesthetics:** originality (Is the overall aesthetic impression convincing through quality such as rhythm and dynamics? To what extent does the poster succeed in attracting attention?)

- **Presentation**

Each poster should be accompanied by a short oral presentation. Therefore, prepare a presentation of about 3 minutes in which you present the most important contents of your poster in a concise way. You can go beyond the information on the poster as well as omit content that you only refer to for more in-depth reading. What is required here is not reading aloud, but free presentation. You can find good ideas for a successful poster presentation in this [YouTube video by Georg Hess](#).

- **Dates**

The perspective days take place at the beginning of the 6th semester (usually in

April). Please refer to the programme website for the exact date. You will be informed in good time about the date of the preliminary discussion for the panel discussion.

7. Module registration Ahoi

Registration for the module *Berufsorientierte Vertiefung* takes place on *ahoi* in the summer semester, in the standard period of study in the 6th semester. To pass your internship and successfully complete the module, the internship report must be submitted by **March 15** and presented at the CDM Perspectives Day in April.

8. Presentation Perspectives Day

The CDM Perspectives Day takes place every year in April. Students who have either completed an internship in the winter semester or have visited another higher education institution in Germany or abroad present there. The presentation of one's own experiences at the CDM Perspectives Day is a condition for completing the module.