

KULTUR DER METROPOLE HENNING-VOSCHERAU-PLATZ 1
STAND 02.09.2022 20457 HAMBURG



HOW TO PRAKTIKUM

INFORMATION ON THE PROFESSIONALLY ORIENTED IN-DEPTH STUDY
PROGRAMME IN METROPOLITAN CULTURE

HOW TO INTERNSHIP

In the 5th semester, students of **metropolitan culture** are encouraged to deepen what they have learned so far either in practice or in a broader academic context. For this purpose, they choose between the modules Occupation-Oriented Deepening and Scientific Deepening. In addition, the in-depth semester provides the opportunity to develop perspectives for the time after the B.A. degree. Further 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 of at least 14 weeks in a cultural institution at home or abroad, 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
Developing more concrete ideas of a future professional or scientific practice

The internship must be completed in a cultural institution and have a duration of at least 14 weeks (**560 hours**). The choice of internship partners is agreed with the study programme before the internship begins. If you are planning an internship, please inform yourself in good time about possible internship positions. If you have any questions, please contact **Johanna Fischer**.

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 MC 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 MC's network of cooperation partners in the city of Hamburg.

Can I do my internship abroad?

Ja, Sie können auch ein Praktikum im Ausland absolvieren. Bei weiteren Fragen was das Ausland betrifft kontaktieren Sie gerne Philippa von Kleist (**International Office**) und **Kerstin Niemann**.

What is the minimum duration of my internship?

The internship must include **560 hours** of working time. Calculated with a **40-hour week**, this results in a minimum of **14 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, e.g. with 20 hours per week and a length of 28 weeks, are also possible.

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/April at the latest in order to receive credit for the internship in the following summer semester.

Can I do several internships?

Yes, the **560 hours** can also be collected through several internships.

2. Informal registration

If you have already received a positive response to your internship request and are following it up, please contact us with a short email. Arrangement and approval as well as informal registration with **Johanna Fischer**.

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

From the MC staff member who is 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 MC 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 useful to contact the internship coordinator before the start of the internship to arrange the internship (especially to communicate 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 be made at the following perspective day, i.e. at the beginning of the next summer semester.

3. Realisation of the internship

You will 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 Johanna Fischer for this.

Can I take a semester off during the internship?

Yes, you can take a leave of absence for the internship period. Please note that you will not be able to 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 subject semesters; furthermore, if you are on leave, you can apply for reimbursement of your semester ticket (www.hcu-hamburg.de/sv/fuer-studierende/hcu-card-se-mesterticket/).

4. Internship report

In an internship report at the end of the 5th semester, the students reflect on their experiences as well as the applicability of the course content in practice. In addition, a presentation is made at the MC 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, is submitted in a written and a digital version by **15 March**. The **signed acknowledgement form** from the internship office is also handed in. This is then forwarded by the MC team to the responsible examination board member. The achievements are then entered by the examination office. At the end of the internship, a report of at least 25 000 (incl. spaces) and a maximum of 10 pages must be written and presented in a 20-minute presentation followed by a discussion at the MC Perspectives Day.

5. Internship report requirements

The internship report is there to reflect on your career-oriented deepening in relation to what you have learned in your studies and, on the other hand, 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.

- **Format:** The internship report is to be written similar to a term paper (see info sheet "Style Sheet"). It is divided into a title page, a table of contents, a summary, a text with content and appendices.
- **Contents:** The content of your internship report is divided into five chapters. It comprises at least 25,000 characters (incl. spaces) on a maximum of 10 pages of text.
- **Summary:** In the one-page summary (max. 2,760 characters incl. spaces) you give a concentrated account of your internship. This also includes the so-called hard facts (name

of the institution, internship period, field of activity, remuneration, recommendation).

- **Presentation of the institution where you have worked:** Introduce the institution and also look at it from the perspective of our degree 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 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 economics 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 your responsibility? What competences and skills are necessary for this? What training did they complete and what areas of responsibility did they have prior to their current position? How did she start her career and what does she recommend to people starting a career in her institution/sector?) **Don't forget** to include the person's name and position!

- **Presentation of the exact field of work of your internship:** What were you occupied with in terms of content? Make references to the contents of your studies here as well (for example: 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, artistic research or historical analyses).
- **Personal conclusion:** Make your experience and learning achievements clear (What motivated you to do this internship? What ideas did you have about the institution/the field of work before the internship? Have

these changed/been confirmed? What challenges did you encounter? How did it strengthen your professional perspective?

- **Bachelor thesis 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 definitely recommended.
- **Enclosures:** The enclosures include pictures, maps, etc. if they are useful for the clarity of your internship; it is essential to include an A4 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 (see MC website) are part of the enclosures.

6. Presentation

Procedure of the internship presentation: In addition to guest lectures organised by the teachers, your internship presentations (together with the Erasmus presentations) form the core of the perspective days, which are intended to offer encouragement and support to 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 moderated by students

For the panel discussions, you will meet with the respective moderator for a preliminary discussion to jointly identify interesting topics related to your internship. The format is designed 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 details of you and the institution you are presenting.
- **Design:** Present your content as concisely and clearly as possible and as interestingly and clearly as possible in words, pictures and graphics; draw on everything you have learned in the city of visualisation.
- **Inhalte:**
 1. **Hardfacts:**
 - Name of the institution, city
 - Internship period
 - Field of activity (PR/public relations, research/ etc.)
 - Remuneration
 - Recommendation (highly recommendable, ok, not recommendable)

2. Presentation of the institution

Look at the institution also 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 and how is it embedded in urbanisation processes? What is the history of the institution 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? What approaches to cultural theory are used there? How does the economy play a role in the functioning of the institutions?).

3. Presentation of the working field

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? Which 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).

For the presentation of your content, do not write a continuous flowing text, but develop different 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:** We rate the poster as successful in our feedback if you have fulfilled the following criteria:

1. **Content:** comprehensibility, comprehensibility, conciseness (In what quality and completeness has the information been presented? How well is the structure and the condensation of all relevant aspects? To what extent does the poster speak for itself?).

2. **Layout:** Readability, visual orientation (Is the presentation clear and descriptive? 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 must 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: (<http://www.youtube.com/watch?v=vMSaFUrk-FA>).

- **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 15 March and presented at the MC Perspectives Day in April.

8. Präsentation Perspektivtag

The MC Perspectives Day takes place every year in April. Students who have either completed an internship or attended another university at home or abroad during the winter semester present there. The presentation of one's own experiences at the MC Perspectives Day is a condition for completing the module. Die Präsentation der eigenen Erfahrungen am MC-Perspektivtag ist Bedingung für den Abschluss des Moduls.