

Specifications for the preparation of the internship report (practical semester)

Bachelor Degree Programs:

Wi-IND / IT, E-Commerce 5th professional semester UT in the 6th professional semester

The following notes on the preparation of the report for the practical semester are to be understood as FAQ and do not replace the reading of the internship regulations (OPA) of your respective study program.

For specific questions regarding the preparation / submission of the report or for content-related aspects, please contact the internship office director Prof. Herbst / PA IV.

Content

- Topic must be directly related to practical work
- Do not write off any books!
- Present technical facts in words and pictures clearly and understandably
- It needs to be clear what has been done practically.

Scope: at least 30 pages without cover page, appendix and directories

Structure

(1) Cover sheet

please use the corresponding form (download area)

(2) Table of Contents

heading design:

1st order: 14 pt and bold

2nd order: 12 pt and bold

3rd order: 12 pt and italic

4th order: 12 pt and normal

Do not forget the page details! The page number of the text (without illustrations) must not be less than 30 pages!

(3) List of illustrations

(4) Tables

(5) Text:

Font: Times New Roman, Arial Font size: 12 pt

Line spacing: 1.5

Edge left: 3 cm

Right edge: 2 cm

Use abbreviations sparingly!

Write out numbers under 10 as a word

(6) Bibliography:

Book: Author. (Year). Title of the book. Place of publication: Publisher

Newspaper article: Author. (Year). Title of the article. Magazine, year. (number of the booklet), pages

(7) Copy internship certificate

Submission: The reports are to be submitted in the mailbox of the examination and internship office IV room 01.03.08 / 09 or in the mailbox of the PA IV in the department WI, near the deanery in house 3, floor 3. Pay attention to the posters of the PA IV, when the deadline is. The report must be stapled together appropriately (Durable fasteners or folder). No loose-leafs in the slide, no bulky files!