**Format for Internship Report**

The main part of the internship report should be the reflection on your personal and professional learning objectives. The internship report should be short and concise, with a maximum of 5000 words. It speaks for itself that you provide the report with a cover page (including the internship title, the date, your name, the names of your supervisors, and the course code (YEI-70318)), clear lay-out and headings, page numbering, and a table of contents. The internship report contains the following sections:

1. *Introduction*

In the Introduction, you give general information on your internship: when and where you did it (the country, region, the host organization), what activities you have undertaken and why, and who your supervisors were. You also summarize the different tasks that you have performed and describe the extra organizations or projects that you have visited.

1. *Professional learning objectives*

Here you reflect on the Professional Learning Objectives that you specified in your Internship Plan. Making use of the notes you have taken regularly during the internship, you reflect on each learning objective. In this reflection, you show to what extent you have reached the objective and how you have achieved this. Make sure that the reflection is a well-structured whole with a head and a tail that clearly gets your message across. The nature of the reflection depends, of course, on the topic, but the quality of your reflection can be increased by including the following elements:

* Describe the situations that were related to the learning objective
* Explain your role in these situations: what did you do, feel, think, etc.?
* Explain how others reacted to you and how you reacted to them.
* Reflect on your reactions: do you think they were appropriate, would you (like to) react differently now, have your reactions changed during the internship?
* Distill a general picture from the examples you have given: What did you learn from this collection of experiences with regard to your learning objectives? To what extent have you attained the objective?
* Connect what you have learned with what you want to learn in the future
1. *Personal learning objectives*

Here you reflect on the Personal Learning Objectives that you specified in your Internship Plan. The guidelines are the same as for the Professional Learning Objectives.

1. *Future education and career*

After having looked back upon your internship, it is time to look forward: what are you going to do next? Perhaps you still have to choose some courses to finish your BSc programme – what courses or minor do you want to choose? If you want to do an MSc programme, which one and why? What do you want to specialize in within your MSc programme? You can also think further ahead: what kind of jobs would you like or dislike, with what type of organization or company, in which thematic field? Would you like to work abroad or rather find a job in your own country? What implications does this have for choosing an MSc programme? Have you discovered things about your capacities that influence your ideas about you future ambitions? Try to link the answers to these questions to the things you have experienced during your internship.