

Information on the Specialized Internship

Master's Program *Sport Science – Movement and Wellbeing (M.Sc.)* –Module 6

As a student of the master's program *Sport Science - Movement and Wellbeing* you complete in module 6

- a) a specialized internship and
- b) an internship colloquium.

As examination in this module, you have to hand in an internship report.

Information on planning and carrying out your internship can be found in this text and in the appendices.

General information on the specialized internship

Internship place. We offer you the possibility to complete the specialized internship during the stays abroad at our partner universities in India and China during the 3rd semester (see module 7A and 8A). In this case, the 450 internship hours are verified by evidence of successful participation in the practical content during the two stays abroad. If you do not wish to complete your specialized internship during these stays abroad, or if you wish to complete only a portion of the internship hours during these stays abroad, you are free to find a suitable internship site on your own. This internship may be completed at state-recognized and accredited institutions that have an identifiable connection to one of the major areas of study in the program. Such an internship must be applied for in advance. You will find the **application form** for this in **Appendix 1** (in English and in German).

The directors of studies (Prof. Dr. Doppelmayr, Prof. Dr. Schöllhorn) decide on the approval of the requested internship.

Learning objectives and key qualifications. The specialized internship serves you to test and reflect on your study contents in professional practice in a possible occupational field. In doing so, you should acquire competence to act in a professional environment, apply scientific knowledge in the professional field and learn to reflect on the professional field and yourself. For this reason, the focus of the internship report to be submitted is then also on the reflection of the experiences in the internship.

Advisors. Internship supervisors must have a university degree (minimum Master's Degree/Diploma/State Exam) in one of the following disciplines: Physical Education/Sports Science or Health Sciences or Medicine or Psychology or Sociology or Pedagogy or in a field not significantly different from those previously mentioned.

Time and duration of the internship. According to the requirements of the module manual, the internship is completed in the 3rd semester or during the stays abroad assigned to the 3rd

semester. The duration of the internship is 11-15 weeks, corresponding to 450 hours (i.e. 30-40 hours per week).

Credit Points. To award credit points for the internship, proof of active participation is required by the internship institution. Also, you must hand in an internship report (see examination regulations § 5.11). Further information on your internship report can be found in [Appendix 2, Advice for the internship report](#).



Please note that you are not insured by the university during your internship.
You must arrange this with the internship institution/your employer.

General information on the internship colloquium

You will receive the credit point (1 CP) for the practical colloquium for proven participation in guest lectures, lectures (including Studium Generale), compact seminars and workshops at the Johannes Gutenberg University (JGU) or at external providers for a total of 10.5 hours. You must have your participation confirmed by the respective lecturers and trainers on a [Tracking Card \(Appendix 3\)](#).

A prerequisite for this is that the reference to your study focus or your intended professional field is recognizable. If you are unsure to what extent the reference to the study focus or the future professional field is recognizable, please contact Dr. Hendrik Beckmann (module representative) in advance. In this way, you can avoid courses that you have attended not being recognized later.

Under the same conditions, up to 3 courses from the lecture series 'Berufsfelderfahrung' of the Institute of Sports Science at JGU will be recognized (in German only).

Appendix 1 (for submission to **English**-speaking employers)

FACULTY 02 | INSTITUTE FOR SPORT SCIENCE

Master's Program *Sport Science – Movement and Wellbeing (M.Sc.)*

Application Form for Specialized Internship

acc. to examination regulations Sport Science - Movement and Wellbeing § 6.3, plus annex B (specific to the study program)

! Note: Please fill in or mark with a cross.

Applicant

1 First Name	2 Last Name	3 Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Nationality	5 Gender	6 Student ID No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Internship Company

7 Company Name		
<input type="text"/>		
8 Street		9 House No.
<input type="text"/>		<input type="text"/>
10 Postal Code	11 City	12 Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
13 Business Sector		14 Website/Social Media Presence
<input type="text"/>		<input type="text"/>
15 Founding Year of the Company		16 Average No. of Employees (last year)
<input type="text"/>		<input type="text"/>

Internship Supervisor

17 Title	18 First Name	19 Last Name								
<input type="text"/>	<input type="text"/>	<input type="text"/>								
20 Phone		21 E-Mail								
<input type="text"/>		<input type="text"/>								
22 Degree										
<table><tr><td><input type="checkbox"/> Master's Degree</td><td><input type="checkbox"/> State Examination</td></tr><tr><td><input type="checkbox"/> Diploma</td><td><input type="checkbox"/> Doctorate (Dr., Ph.D., M.D.)</td></tr></table>			<input type="checkbox"/> Master's Degree	<input type="checkbox"/> State Examination	<input type="checkbox"/> Diploma	<input type="checkbox"/> Doctorate (Dr., Ph.D., M.D.)				
<input type="checkbox"/> Master's Degree	<input type="checkbox"/> State Examination									
<input type="checkbox"/> Diploma	<input type="checkbox"/> Doctorate (Dr., Ph.D., M.D.)									
23 Discipline for N. 22										
<table><tr><td><input type="checkbox"/> Sport Science/Physical Education</td><td><input type="checkbox"/> Sociology</td></tr><tr><td><input type="checkbox"/> Health Sciences</td><td><input type="checkbox"/> Psychology</td></tr><tr><td><input type="checkbox"/> Medicine</td><td><input type="checkbox"/> Pedagogy/Education Sciences</td></tr><tr><td><input type="checkbox"/> Traditional Chinese Medicine</td><td><input type="checkbox"/> other</td></tr></table>			<input type="checkbox"/> Sport Science/Physical Education	<input type="checkbox"/> Sociology	<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Psychology	<input type="checkbox"/> Medicine	<input type="checkbox"/> Pedagogy/Education Sciences	<input type="checkbox"/> Traditional Chinese Medicine	<input type="checkbox"/> other
<input type="checkbox"/> Sport Science/Physical Education	<input type="checkbox"/> Sociology									
<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Psychology									
<input type="checkbox"/> Medicine	<input type="checkbox"/> Pedagogy/Education Sciences									
<input type="checkbox"/> Traditional Chinese Medicine	<input type="checkbox"/> other									
24 Explanation for No. 23, if "other" was selected (see checklist for application form, no. 4)										
<input type="text"/>										

Activity during the Internship

25 Briefly describe (200 words max.) the focus of the activity and how it relates to the field of study. Note that a difference to auxiliary activities must be recognizable.

Signature Applicant

☐ I confirm the correctness of the information provided in no. 1-6.

Place	Date	Signature (no. 1-2)
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Signature Supervisor

☐ I confirm the correctness of the information given in no. 17-24.

☐ I confirm to employ applicant in the main fields of activity according to no. 25.

The internship is planned for the period from _____ to _____ .

Place	Date	Signature (no. 17-19), Company Stamp (no. 7)
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Attachments

☐ Copy of the qualification certificate (no. 22-24; without grades or with grades blacked out).

Approval of the Course Director

I approve the internship described, conditioned upon the applicant's placement in the activity focus areas as outlined in no. 25.

Place	Date	Signature (Univ.-Prof. Dr. Doppelmayr / Univ.-Prof. Dr. Schöllhorn), Stamp
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Checklist for the Application Form for a Specialized Internship

in the master's program *Sport Science - Movement and Wellbeing (M.Sc.)*

- 1 ☐ The internship has not yet been started.
- 2 ☐ The internship company (No. 7-16) is a state-approved institution, e.g. a *government agency* or a *public company* or a *research institution* or a *public health system/health care institution* or a *private company* with an identifiable focus of activity that does not differ significantly from those mentioned in point 3.
- 3 ☐ The internship company has a recognizable connection to one of focus areas of the program, e.g. *Ayurveda and Yoga* or *Occupational Health Management* or *Nutrition* or *Psychology*, *Psychiatry*, *Neuroscience* or *Health Promotion* or *Traditional Chinese Medicine and Qigong*.
- 4 ☐ Supervisor (No. 17-24) has a degree (minimum Master's/Diploma/State Exam) in one of the following disciplines: *Physical Education/Sports Science* or *Health Sciences* or *Medicine* or *Psychology* or *Sociology* or *Education* or in a field not significantly different from the above.
- 5 ☐ A copy of the qualification certificate (No. 22-24) is attached to the application.
- 6 ☐ Activity description (No. 25) and the department(s)/event(s)/course(s) in which the internship will be completed indicates a relationship to the focus areas of the program.
- 7 ☐ The application form is completed in full and signed by the applicant and supervisor.

Please return the application form together with the copy of the qualification certificate and the completed checklist to:

Dr. Hendrik Beckmann
JGU | Institute for Sport Science
Albert-Schweitzer-Str. 22, 55128 Mainz
Germany
Phone: +49 (0)6131 39-23110
E-Mail: hendrik.beckmann@uni-mainz.de

Appendix 1 (zur Vorlage bei Deutsch-sprachigen Arbeitgebern)

FACHBEREICH 02 | INSTITUT FÜR SPORTWISSENSCHAFT
Masterstudiengang *Sport Science – Movement and Wellbeing* (M.Sc.)

Antragsformular Fachpraktikum

gem. Prüfungsordnung *Sport Science – Movement and Wellbeing* § 6 Abs. 3 zzgl. fachspezifischer Anhang B

! Hinweis: Zutreffendes bitte ausfüllen oder ankreuzen.

Antragsteller:in

1 Vorname	2 Nachname	3 Geburtsdatum
<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Staatsangehörigkeit	5 Geschlecht	6 Matrikel-Nr.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Praktikumsunternehmen

7 Betriebsbezeichnung/Firmenname		
<input type="text"/>		
8 Straße		9 Haus-Nr.
<input type="text"/>		<input type="text"/>
10 Postleitzahl	11 Ort	12 Land
<input type="text"/>	<input type="text"/>	<input type="text"/>
13 Branche		14 Website/Social-Media-Auftritt
<input type="text"/>		<input type="text"/>
15 Gründungsjahr des Unternehmens		16 durchschnittliche Beschäftigtenzahl im letzten Kalenderjahr
<input type="text"/>		<input type="text"/>

Betreuer:in im Praktikum

17 Titel	18 Vorname	19 Nachname								
<input type="text"/>	<input type="text"/>	<input type="text"/>								
20 Telefon		21 E-Mail								
<input type="text"/>		<input type="text"/>								
22 Qualifikation										
<table><tr><td><input type="checkbox"/> Master</td><td><input type="checkbox"/> Staatsexamen</td></tr><tr><td><input type="checkbox"/> Diplom</td><td><input type="checkbox"/> Promotion (Dr., Ph.D., M.D.)</td></tr></table>			<input type="checkbox"/> Master	<input type="checkbox"/> Staatsexamen	<input type="checkbox"/> Diplom	<input type="checkbox"/> Promotion (Dr., Ph.D., M.D.)				
<input type="checkbox"/> Master	<input type="checkbox"/> Staatsexamen									
<input type="checkbox"/> Diplom	<input type="checkbox"/> Promotion (Dr., Ph.D., M.D.)									
23 Fachrichtung zu Nr. 22										
<table><tr><td><input type="checkbox"/> Sport/Sportwissenschaft</td><td><input type="checkbox"/> Soziologie</td></tr><tr><td><input type="checkbox"/> Gesundheitswissenschaften</td><td><input type="checkbox"/> Psychologie</td></tr><tr><td><input type="checkbox"/> Medizin</td><td><input type="checkbox"/> Pädagogik/Erziehungswissenschaften</td></tr><tr><td><input type="checkbox"/> Traditionelle Chinesische Medizin</td><td><input type="checkbox"/> sonstige</td></tr></table>			<input type="checkbox"/> Sport/Sportwissenschaft	<input type="checkbox"/> Soziologie	<input type="checkbox"/> Gesundheitswissenschaften	<input type="checkbox"/> Psychologie	<input type="checkbox"/> Medizin	<input type="checkbox"/> Pädagogik/Erziehungswissenschaften	<input type="checkbox"/> Traditionelle Chinesische Medizin	<input type="checkbox"/> sonstige
<input type="checkbox"/> Sport/Sportwissenschaft	<input type="checkbox"/> Soziologie									
<input type="checkbox"/> Gesundheitswissenschaften	<input type="checkbox"/> Psychologie									
<input type="checkbox"/> Medizin	<input type="checkbox"/> Pädagogik/Erziehungswissenschaften									
<input type="checkbox"/> Traditionelle Chinesische Medizin	<input type="checkbox"/> sonstige									
24 Erläuterung zu Nr. 23, wenn ‚sonstige‘ ausgewählt wurde (Beachten Sie die Checkliste zum Antragsformular, Nr. 4)										
<input type="text"/>										

Tätigkeit im Praktikum

25 Beschreiben Sie in Kürze (max. 200 Wörter) die Tätigkeitsschwerpunkte und den Studienfachbezug. Beachten Sie, dass ein Unterschied zu Hilfstätigkeiten erkennbar sein muss.

Unterschrift Antragsteller:in

☐ Ich bestätige die Richtigkeit der in Nr. 1-6 gemachten Angaben.

Ort	Datum	Unterschrift (Nr. 1-2)
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Unterschrift Betreuer:in

- ☐ Ich bestätige die Richtigkeit der in Nr. 17-24 gemachten Angaben.
- ☐ Ich versichere, Antragsteller:in in den Tätigkeitsschwerpunkten nach Nr. 25 einzusetzen.

Das Praktikum ist geplant für den Zeitraum _____ bis _____ .

Ort	Datum	Unterschrift (Nr. 17-19), Firmenstempel (Nr. 7)
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Anlagen

☐ Kopie des Qualifikationsnachweises (Nr. 22-24; ohne Noten oder mit geschwärzten Noten)

Genehmigung der Studiengangleitung

Ich genehmige das beschriebene Praktikum, vorbehaltlich des Einsatzes der antragstellenden Person in den Tätigkeitsschwerpunkten nach Nr. 25.

Ort	Datum	Unterschrift (Univ.-Prof. Dr. Doppelmayr / Univ.-Prof. Dr. Schöllhorn), Stempel
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Checkliste zum Antragsformular Fachpraktikum

im Studiengang (Master of Science) *Sport Science – Movement and Wellbeing*

- 1 ☐ Das Praktikum wurde noch nicht begonnen.
- 2 ☐ Der Praktikumsbetrieb (Nr. 7-16) ist eine staatlich anerkannte Einrichtung, z.B. eine *Behörde* oder ein *öffentliches Unternehmen* oder eine *Forschungseinrichtung* oder eine *Einrichtung des öffentlichen Gesundheitssystems/der Gesundheitsversorgung* oder ein *privates Unternehmen* mit einem erkennbaren Tätigkeitsschwerpunkt, der sich nicht wesentlich von denen unter Punkt 3 unterscheidet.
- 3 ☐ Der Praktikumsbetrieb hat einen erkennbaren Bezug zu einem der Studienschwerpunkte, z.B. *Ayurveda und Yoga* oder *Betriebliches Gesundheitsmanagement* oder *Ernährung* oder *Psychologie*, *Psychiatrie*, *Neurowissenschaften* oder *Gesundheitsförderung* oder *Traditionelle Chinesische Medizin und Qigong*.
- 4 ☐ Betreuer:in (Nr. 17-24) hat einen Studienabschluss (mind. Master/Diplom/Staatsexamen) in einer der folgenden Fachrichtungen: *Sport/Sportwissenschaft* oder *Gesundheitswissenschaft/-wesen* oder *Medizin* oder *Psychologie* oder *Soziologie* oder *Pädagogik* oder in einer Fachrichtung, die sich *nicht wesentlich* von den genannten unterscheidet.
- 5 ☐ Eine Kopie des Qualifikationsnachweis (Nr. 22-24) ist dem Antrag beigelegt.
- 6 ☐ Tätigkeitsbeschreibung (Nr. 25) sowie die Abteilung(en)/Veranstaltung(en)/Kurs(e), in der/denen das Praktikum absolviert wird lässt/lassen einen Bezug zum Studienschwerpunkt erkennen.
- 7 ☐ Das Antragsformular ist vollständig ausgefüllt und von Antragsteller:in und Betreuer:in unterschrieben.

Bitte senden Sie das Antragsformular zusammen mit der Kopie des Qualifikationsnachweis und der ausgefüllten Checkliste zurück an:

Dr. Hendrik Beckmann
JGU | Institut für Sportwissenschaft
Albert-Schweitzer-Str. 22, 55128 Mainz
Tel. +49 (0)6131 39-23110
Email: hendrik.beckmann@uni-mainz.de

Appendix 2

FACULTY 02 | INSTITUTE FOR SPORT SCIENCE

Advice for the internship report

Master's Program *Sport Science – Movement and Wellbeing (M.Sc.)* –Module 6

Aim. An internship report is a documentation of what you experienced, did and learned during your internship. By engaging with, describing, and reflecting on the internship, you should sharpen your professional perspective. Therefore, your personal experiences and subjective assessments are explicitly encouraged in the report. However, this does not mean that you can do without scientific sources and citations. However, these will not be used as frequently as in a seminar paper.

Outline. Your internship report should have the following structure and contents:

1 Introduction

The introduction should briefly introduce the reader to the topic. For this purpose, it is helpful to create a context by outlining some important information only at first: the period of the internship, the internship location/internship provider, and your areas of activity. Outline the main tasks/goals of the company, problems and challenges of the company, or details about the company (annual sales, locations, number of employees, etc.).

1.1 Initial Situation

Recount the process of finding the internship: How did you research, where did you look for positions, and how did you finally find this position?

Also report on the initial situation of your internship: What was your motivation for choosing this internship exactly? To what extent do you see your professional future in this field of activity? What is the current situation on the labor market in this occupational field (figures and statistics should also be given here)? Were you already able to gain important experience during the application process?

1.2 Ideas and Expectations

Conclude the introduction with an overview of your ideas and expectations for the internship. Outline the substantive theme or issue from the internship that will be explored in depth in the report (based on your observations and theoretical reflections). From your point of view, what is the "storyline" that is reflected in your internship report?

2 Contents of the Internship and Activity Report

In the body of the paper, describe your internship position in more detail. Explain your tasks, responsibilities, and activities. What skills, abilities, and methods of work were used? If you had different areas of focus or worked in different departments, devote a sub-chapter to each of these 'stages'.

In the main section, summary statements as well as exemplary case studies from your work are preferable to a history log of your internship. Therefore, describe exemplary or summary observations and experiences from your internship in the following ways:

- representation of a 'first day' or a 'normal' day.
- a case you supervised yourself or a project you worked on independently.
- presentation of a special event, one or a few revealing situations, a 'successful' action, a difficult conflict

The working hours and working conditions (working atmosphere, interaction with you as an intern) as well as the supervision you experienced also belong in the main part of the internship report. How was the cooperation, exchange of experiences and communication with staff and other interns? Was there a joint evaluation of the internship?

Note: You decide how this part of the internship report will be detailed. This depends, among other things, on the tasks/problems in the respective professional field but also on the scientific level of knowledge. The observations, experiences and activities must be described as precisely and concretely as possible.

3 Theory-based reflection

This part of the internship report builds on the previous chapter. In order to assess the observations of the internship not only from your own everyday reflections, but it is also necessary to link to (appropriate) theoretical foundations from your studies. For example:

- to what extent can theoretical approaches and concepts from your studies be reconciled with the experienced practice reality?
- are there academic impulses for changing/reflecting on practice (in general/initiated by you)?
- did the practical experience reveal 'blind spots' in the content of your master's program (lack of theoretical/empirical foundations)?
- other aspects, e.g., own learning experiences, successes and/or failures in the internship, what was learned? Difficulties, their causes, attempts to solve them, etc.

These theoretical references should not only provide argumentative support for your own reflections and conclusions, but also open additional perspectives for you - and thus ultimately create a link between your studies and the internship.

4 Conclusion

In your concluding remarks please describe conclusions/suggestions/discussion points on the self-selected topic/question of the report (see introduction) and further points, e.g.

- questions and criticism of the experienced practice
- how did which institutional conditions (e.g., personnel/financial resources, structure, and organization) affect the activity in the practice center?
- what possibilities existed to influence the practice in the field of activity? In which areas could progressive changes be achieved and how?
- can the practice center be recommended for female interns?
- did it result in special questions for the study, criteria for the formation of focal points in further studies or even for later career perspectives?

Bibliography and list of sources

Declaration of Authenticity

I declare that I completed the internship report independently and used only the listed materials. All materials used, from published as well as unpublished sources, whether directly quoted or paraphrased, are duly reported.

(This declaration must be included verbatim, dated, and signed by hand.)

Appendix

The following items must be (!) included in the appendix:

- Approved application for specialized internship including the supervisor's personnel data and the copy of her/his proof of professional qualification (without or with blackened grades).
- Proof/Certificate by the advisor about the working-hours performed). Please Note: The certificate must contain the name of the institution, intern's personal details (first name, surname, date of birth, student-ID) as well as the type and duration of the activity.
- Tracking card for the internship colloquium

In addition, the following items may be included in the appendix:

- Samples of your work (e.g., texts you drafted for a homepage; course plans you helped develop; etc.)
- Institutional materials (flyers, concepts, programmes), photos, etc.
- Your own notes, e.g., excerpt from the internship diary, transcripts

(This outline example was modified according to Messmer, H. & Männle, I. (2015). *Praktikumsbericht. Inhaltliche Hinweise* [Internship report. Content notes.]. Philipps-University Marburg, Germany: Institute for Educational Science. Retrieved at February 15th, 2023 from <https://www.uni-marburg.de/de/fb21/erzwinst/studium/praktikum/dokumente/inhaltlichehinweiseba.pdf>.)

Formal aspects of the report. Similar to scientific term papers, internship reports also have to comply with some formalities:

Volume. Your internship report should be 2,000 to 3,000 words long.

Formatting. Use paper size DIN A4, one sided. For margins and headings use the default settings of your word processor. Use 1.5 line spacing in running text. Do not use page breaks between chapters.

Text Font. Use a legible font. Many fonts are acceptable, including 11-point Calibri, 11-point Arial, 12-point Times New Roman, and 11-point Georgia. The default font of your word-processing program is acceptable. Use the same font throughout the entire paper. Write body text in standard (nonbold, nonitalic) font. Use italics sparingly, for instance, to highlight a key term on first use.

Manuscript Style. Design your term paper according to the manuscript guidelines of the American Psychological Association (APA):

Title page. Here is an example of how to set up your title page (see below). You can also use the [APA Title Page Setup](#) to find out, how to design your title page.

Johannes Gutenberg-University Mainz, Faculty 02: Institute for Sport Science

Specialized internship – „Sport Science - Movement and Wellbeing (M.Sc.)”

by (Your Name)

Topic

Institution

Supervisor

Time period

Mainz, on (submission date)

In-text citation. You will find advice on the use and formal design of in-text citations in the [In-Text Citation](#) section of the APA Style Website.

Reference list. How to format and organize your reference list can be found in the [Common Reference Examples Guide](#) and the handout on Creating an [APA Style Reference List Guide](#).

Tables and figures. Instructions for formatting, labeling, and annotating tables and figures can be found in the [Tables and Figures](#) section of APA's website on manuscript style.

Submission. Submit the internship report and all attachments and forms as one single pdf-file via email (hendrik.beckmann@uni-mainz.de). Name the file as follows:

Scheme: your last name Year-Month - Internship Report.pdf.

Example: Johnson 2023-02 - Internship report.pdf

Appendix 3

FACULTY 02 | INSTITUTE FOR SPORT SCIENCE

Tracking Card for the Internship Colloquium

Master's Program *Sport Science – Movement and Wellbeing (M.Sc.)* –Module 6

Please note: Only up to 3 courses from the lecture series *Berufsfelderfahrung* ((in German only). of the Institute of Sports Science at JGU can be credited.

First Name	Last Name	Student-ID-No.

No.	Date	Title of the event	Lecturer's Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Don't forget: The tracking card must be handed in together with the internship report!