

# **Pre-Study Internship**

## **International Wine Business B. Sc.**

coordinator: Manuela Ortner, M.A.

# **Report**



# Agenda

- General Information
- Requirements – Report
- Requirements – Letter of reference

# General Information

An important intention in our study program is the close connection to business and practicability. Therefore we require 12-weeks practical training or work experience in the wine industry before the study program.

The pre-study internship is a prerequisite to enroll at Geisenheim University.

- You have to:
  - Complete the internship in an appropriate company.
  - Hand in a qualified letter of reference/ testimony/ certificate of the company.
  - Write and hand in a full report of the internship.



# Requirements – Report I

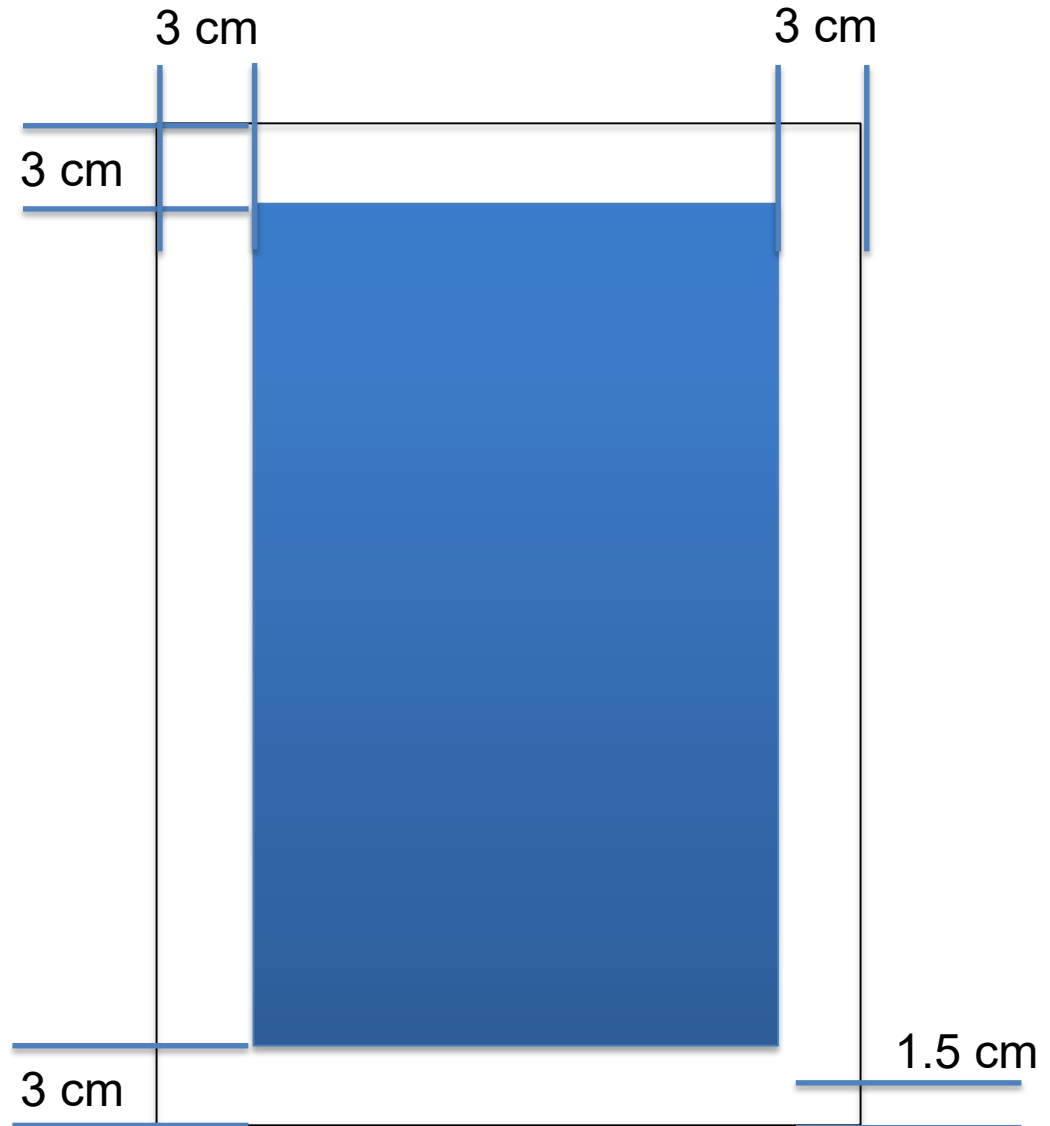
- **Deadline report:** 30<sup>th</sup> November in the year of matriculation.
- **Format specification:**
  - page format: A4
  - Cover sheet
  - Table of contents
  - Page count (starting with the first page of content)
  - 12p font size and 1.5 line space
  - text set in full justification
  - objective, neutral writing
  - pictures are listed in the appendix, not in the report
  - One content page per week of internship

**Each page of the report needs to be signed by your internship supervisor of the company.**

# Requirements – Report II

## Page margin

left side	3 cm
right side	3 cm
top	3 cm
bottom	3 cm
Bottom until page count	1.5 cm
Line spacing	1.5



# Requirements – Report III

## Cover sheet

- Your name, internship company, address of the company, URL homepage, contact person

## Table of contents

## Report

- Your learning targets **Not more than 10% of the total space.**
- General information on the country of the internship (population, economic developments, etc., the significance of wine for the country (e.g. regions, production, market structures, marketing strategies, export)). **Not more than 10% of the total space.**

# Requirements – Report IV

## Report

- Short description of activity and philosophy of the company  
Size, structure, special know how (e.g. logistic, information technology),  
personnel structure – organizational chart, range of products

**Not more than 10% of the total space.**

- Detailed report of the internship activities

The report can be structured on a weekly base or structured by the activities. It is essential to showcase the work done and the understanding of the structure and the procedure. It is an experience report that reflects the work experience during the time in the company. **60% and more of the total space of the report.**

- Conclusion, Personal development, Experiences (How do you evaluate the internship for yourself?)

**Not more than 10% of the total space.**

# Requirements – Letter of reference

You have to hand in a detailed certificate (qualified letter of reference) with the following particulars:

- Name and date of birth of the student
- Exact dates of the internship (when did it start (DD/MM/JJJJ) end (DD/MM/JJJJ) and days of absence
- weekly working hours
- Your activities, duties, responsibilities
- Evaluation of your work and your personal performance
- Date and signature of the supervisor of the internship
- **Written on company paper**
- **Stamped with a company stamp**
- **Signed by your supervisor**