

GUIDELINES AND RECOMMENDATIONS FOR WRITING YOUR THIRD YEAR INTERNSHIP REPORT

- 1) PRACTICAL AND FORMATTING GUIDELINES**
- 2) REPORT CONTENT**
- 3) ASSESSMENT FORM**

The internship report as well as the assessment form is a compulsory part of the Sciences Po undergraduate degree: it will therefore contribute to your third-year validation.

It concludes the year with a general reflection on your internship experiences.

1) PRACTICAL AND FORMATTING GUIDELINES

Deadlines:

The report and the evaluation form must be submitted **within two weeks after the official end date of the internship**.

If the writing of your internship report requires a derogation from the date of submission above, I invite you to let us know by mail, indicating the reason for a delay:

scpo.carrieres@sciencespo.fr

Submitting your internship report:

By email to: rapports.3a@sciencespo.fr

Note: before sending, please ensure that you have activated the “Request read receipt” function on your Sciences Po email account.

Subject line of the email: LASTNAME Firstname: Third-year Internship Report 2025/26

Title of your PDF: LASTNAME Firstname_report_Name of host organisation_country

Presentation:

It is important that you take particular care as to the writing, spelling and format of your report. You should keep to the following guidelines:

- Font: Arial - 11 – 1.5 line spacing
- Page numbers
- Images, tables and graphics should be put in an appendix
- Electronic format (PDF file sent by email to rapports.3a@sciencespo.fr)

Length: 10 pages (excluding title page, table of contents and appendices)

Before writing the report, students are invited to read the regulations of the university's [Anti-Plagiarism Charter](#) carefully.

Table of contents

Introduction: 1 to 2 pages

Your introduction should outline the preliminary steps you took before starting your internship.

- What were your motivations for choosing to complete a hybrid year?
- What were your initial objectives for this long-term internship?

This can include various kinds of objectives:

- 1 - Professional discoveries
 - 2 - Insight into a new culture
 - 3 - Language practice (if the internship took place abroad or in an international environment)
 - 4 - Development of your academic or professional plans
- How did you go about looking for an internship?
 - How did you find your internship opportunity? (advert on the ScPo Careers website, advert on other job search websites, spontaneous application, your network, other)?
 - What arrangements (administrative and logistical) did you need to make in order to start your internship and/or go abroad?

The internship

Context of the internship: 2 pages

This section is about presenting the framework of your internship and describing the environment in which you worked.

- How would you describe your host organisation and its work?
- What was your role within the team/hierarchy?
- What was your internship supervisor's position? How would you describe your day-to-day professional relationship with him/her?
- What tasks were entrusted to you?

Analysis and interpretation: 4 pages

You should use this section to analyse critically the principal positive and negative aspects of your professional experience.

- How did you go about completing your internship tasks? What resources did you use and what were the results?
- What tools were available to you to help you accomplish your work?
- How did you organise and anticipate your tasks (both individual and group tasks)?
- Did you encounter any difficulties or stressful situations? How did you manage these?
- If yes, were you able to find solutions to the problems you encountered during the internship?
- Did you take any initiatives or make any decisions when working on your projects? If so, how?