

Cursuscode

In te vullen door studiepunt



Universiteit Utrecht

Faculty of Humanities

FORM INTERNSHIP WORK PLAN

STUDENT	
Name student	
Studentnumber	
Bachelor/master programme	
Email	Telephone
INTERNSHIP INSTRUCTOR (LECTURER UTRECHT UNIVERSITY)*	
Name	
Department/school/programme	
Email	Telephone
INTERNSHIP PROVIDER	
Organisation	Adress
Name daily supervisor	
Email	Telephone
PERIOD INTERNSHIP	
Startdate	Enddate
Leve and type internship (check the appropriate box)	
<input type="checkbox"/> BA level 2 – Work internship	
<input type="checkbox"/> BA level 3 – Research internship	
<input type="checkbox"/> BA level 3 – Teaching internship	
<input type="checkbox"/> Master – Research internship	
<input type="checkbox"/> Master – Teaching internship	
Total EC:     ... EC	

APPROVAL INTERNSHIP WORK SCHEDULE	DATE AND SIGNATURE
Student	
Training instructor (Utrecht University)	
Training provider	

\* If the internship instructor is not affiliated with the study programme of the student, the Board of Examiners must approve the intended instructor. Students in the bachelor's programme Language and Culture Studies may choose a training instructor from within the entire faculty of Humanities.

\*\* 1 EC = 28 hours of study/work

See other side for instructions

**Instructions**

This form is the first part of the Internship Work Schedule. With this form the student is registered for the internship in Osiris (the student registration system).

The second part of the Internship Work Schedule is a description of the contents of the internship.

Student and internship provider should also fill out a Work Place Agreement (which is essentially a contract).

The following documents should be handed in or send to the Student Desk Humanities:

- The original Work Placement Agreement plus 3 (!) copies
- The original Internship Work Schedule (form + description)

The internship Office will check all forms, and sign the Work Place Agreement on behalf of the University. The copies of the Work Place Agreement will be sent to all parties involved (student, training instructor, training provider).