

WORK PLAN FOR INTERNSHIPS DURING ONE-YEAR MASTER'S PROGRAMMES

These are guidelines for internships completed at the Master's level. During your internship, you should fulfil a specific, individual assignment at an academic level. As a rule, the assignment involves a research project, resulting in a research report that forms a major part of the assessment. In some master's programmes it is also possible to undertake the writing of a policy document, advice or evaluation report, or, for instance, the organization of a conference or exhibition. Always discuss with the supervisor lecturer in what way the academic level of the internship will be demonstrated and evaluated.

1. The internship placement

1.1 Description of the internship placement (profile of the organisation or company: structure, modus operandi, objectives, position within the relevant sector, etc.)

1.2 Description of the internship assignment (the intern's duties and activities).

1.3 If the internship assignment does not include a research component: a brief description of the additional practice-oriented research.

2. Motivation and learning outcomes

An internship is aimed at both learning and doing. You will apply in practice what you have learned during your degree programme, and at the same time, you will acquire new knowledge, improve your existing competencies and learn to reflect on your own functioning within an organisation.

2.1. Motivation: why this internship? Explain how the internship fits into your degree programme (how it relates to the knowledge and skills you have acquired as part of your degree programme/specialisation). If applicable, indicate how it relates to your thesis.

2.2. Learning outcomes: what do you want to learn from this internship? Distinguish between different types of learning outcomes:

a. preparing for professional practice (state how this internship contributes to your knowledge of your future field of employment and to making your personal ambitions into a reality).

b. programme-specific skills and knowledge (clearly state the subject-specific competencies you want to develop further, or which new competencies you want to acquire and why).

c. improving your overall academic skills (clearly state which existing competencies you want to develop further and why. For an overview of overall academic skills, see Appendix I).

3. Supervision and reporting

3.1. Expectations and agreements relating to the supervision and feedback provided by the internship organisation.

- 3.2. Expectations and agreements relating to the supervision and feedback provided by the lecturer.
- 3.3. Agreements relating to reporting during the internship (logbook, follow-up meetings).
- 3.4. Agreements relating to the final report. Please note: The final report consists of two components: the *internship report* and the *research report*.
- 3.5. Agreements relating to other material produced (i.e. exhibition, website, brochure, presentations etc.).

4. Research component¹

- 4.1 Description of the practice-oriented research
- 4.2 Main question and sub-questions
- 4.3 Academic framework and methodology
- 4.4 Relevance of research for academic and / or social debate
- 4.5 Preliminary reference list
- 4.6 Agreements relating to the outcome of the research

APPENDIX I: OVERVIEW OF ACADEMIC SKILLS

1. *Academic thinking skills*

Systematically collecting, studying, organising and assessing information; critically studying and analysing theories, claims and findings; developing a point of view, model or approach.

2. *Scientific research skills*

The ability to analyse and critically review research reports; the ability to prepare and design your own research; the ability to make responsible use of scientific tools; the ability to produce/collect, process, edit and analyse material/data; the ability to report on research, both verbally and in writing.

3. *Communication skills*

The ability to write various types of texts; oral presentation skills; debating and argumentation skills; conversational and other social interaction skills.

4. *Organisational skills*

Planning and organising activities; the ability to work as part of a team.

5. *Reflective skills*

The ability to frame information in a broader scientific context; the ability to put exchanges of arguments into an academic/philosophical context; the ability to think and act in a way that is mindful of the socio-cultural context; the ability to act and work from an ethical perspective; the ability to reflect on your own functioning as an academic within the given working environment; the ability to reflect on the functioning of others; the ability to make choices and substantiate them.

¹ If the internship does not involve a research project, clarify how the academic level of the internship will be demonstrated and evaluated. Make sure to discuss this with the supervising lecturer.