

Universiteit Utrecht



*Faculty of Humanities*

# **INTERNSHIP REGULATIONS**

## ***Guidebook for Students***

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## **INTERNSHIP REGULATIONS**

**FACULTY OF HUMANITIES  
UTRECHT UNIVERSITY**

**GUIDEBOOK FOR STUDENTS**

### **INTRODUCTION**

This guidebook provides general information to students at the Faculty of Humanities who are planning on doing an internship. For questions about or arising from this guidebook, please contact the Student Desk. For your study programme's internship requirements, please visit the study programme website.

#### **1. WHAT IS AN INTERNSHIP?**

An internship is a period of time in which you can gain work experience in your field of study as part of your study programme or degree programme. Under the supervision of a lecturer from the faculty (the supervising lecturer) and an employee of the organisation offering the internship (the external internship supervisor), you will work at a company or organisation. This work is related to what you have learned in your study programme and contributes to the activities of the organisation offering the internship. These tasks often result in a concrete 'product', such as a guidebook, a website, an exhibition, a translation, or perhaps a research paper.

An internship that follows graduation is no longer the responsibility of the faculty, as it is not part of your study programme/graduation requirements and you are no longer enrolled as a student. The regulations in this guidebook do not apply to internships following your studies.

#### **2. INTERNSHIP GOALS**

The goals of an internship are:

- to become familiar with possible professions and to participate in the labour process;
- to apply the knowledge and/or skills learned during your studies.

An internship is an excellent opportunity to discover what your knowledge is worth in the real world. You will learn a great many things about yourself that you will be able to use when you start looking for a job. You will also gain work experience in your field of study and will make contacts that may be useful when you begin looking for a job. For these reasons, an internship is often considered to be a bridge between your studies and the job market.

### **3. DIFFERENT TYPES OF INTERNSHIPS**

#### *Bachelor work internships*

The primary goal of a bachelor work internship is an orientation on possible future employment. You are introduced to the work field and can gain some experience working in a professional organisation. Work internships are always rated at BA level 2.

#### *Bachelor research internships*

If the internship comprises a clear research assignment, it is called a research internship. The research assignment must result in a research report that will be graded by the internship lecturer (the responsible lecturer affiliated with Utrecht University) as an academic paper. Research internships are rated at level 3.

#### *Master research internships*

Internships at master's level must always have a clear (academic or practice-based) research component resulting in an individual research report. If the internship itself does not comprise a research component, you have to carry out an additional research project directly related to the internship. The details of this research project will be determined together with your internship lecturer. The organisation offering the internship must be informed beforehand that you will carry out research, and must be asked emphatically to facilitate this research by allowing time, access to archives or data, granting interviews with employees, etc.

#### *Teaching internships*

Finally, there is the option of a teaching internship, either at BA level 3, or at master's level. These internships are special in that Utrecht University itself is the internship provider. In a teaching internship you give lectures or teach study groups ('werkgroepen'). In addition you may be involved in the development of new study material, assist (under supervision) with the grading of exams, evaluate the course in order to improve future editions, take part in educational research, etc. Such additional tasks are mandatory for master's students, and optional for bachelor's students.

### **4. THE DURATION OF THE INTERNSHIP**

A standard internship involves at least 420 study load hours and is worth 15 ECTS. It does not matter whether the internship is completed during the Bachelor's- or the Master's phase. 15 ECTS is approximately the same as 10.5 weeks of full-time work (52 work days) or the equivalent as part of a part-time internship. Students increasingly choose to perform a part-time internship, as it is often easier to work around their studies. Whether the internship is full-time or part-time depends on the needs of the organisation offering the internship, but usually organisations are willing to accommodate their interns if necessary.

### **5. THE INTERNSHIP AS PART OF YOUR STUDIES**

#### **General**

All study programmes require that students must be enrolled at Utrecht University in order to perform an internship. The study programme websites explain the best time to do an internship. Students can choose to wait to do an internship until after they have written their thesis; in fact, some study programmes advise students to do so. Your tutor or Student Advisor can recommend what order would be best for you. Bachelor's internships are best completed in the second half of the third academic year.

#### **BA Language and Culture Studies: compulsory**

Language and Culture Studies students are required to complete an internship worth 15 ECTS as part of their graduation requirements. The purpose of the internship is to apply the knowledge and research skills they have learned during their studies. Most students perform an internship in the field of their major, although this is not a requirement.

A second internship or additional ECTS for an internship may be possible with the permission of the Board of Examiners and the supervising lecturer.

### **Other BA's: free electives**

Bachelor's students from study programmes other than Language and Culture Studies may perform a 15 ECTS internship as part of their free electives ('profilering'). A second internship or an extension to more than 15 ECTS is generally not allowed.

### **Master's programmes**

In most academic Master's programmes a 15 ECTS internship is compulsory. For students in a research master's programme an internship is usually optional. Check your programme's website for more information.

## **6. GENERAL INTERNSHIP REQUIREMENTS**

Within the limits listed below, students are free to choose where they wish to do an internship. In practice, however, the selection is limited by the fact that the student must find a lecturer willing to approve the internship (does it relate to the study, is the assignment too easy or difficult, etc.), and who is willing to supervise the student during the internship.

The internship position must meet the following requirements:

- The internship position must offer the opportunity to participate in the work process (a dedicated work space on location at the organisation providing the internship is strongly recommended).
- The internship position must offer the opportunity to perform work at the level of the study programme.
- The internship position must offer the opportunity for the student to perform work related to the knowledge and/or skills acquired during his/her study.
- The internship provider must give the student the opportunity to reflect on the internship and to write an internship report. This is an integral part of any internship.
- For internships at level BA-3 or at master's level, the internship must have a clear research component.

## **7. FINDING AN INTERNSHIP**

### ***Step 1: Planning***

Begin planning your internship early in your studies. Keep in mind that an internship is sometimes difficult to fit in your schedule, as a three-month internship would result in you missing more than one block of classes.

If you do not wish to miss any classes, a part-time or summer internship may be a solution. However, internships in July and August are rare, and it is difficult to arrange for lecturer supervision in the summer months. Also, leave enough room in your study schedule, as it is not always possible to do an internship during your preferred period.

### ***Step 2: Preparation/Orientation***

Begin preparing for your internship at least six months in advance (for internships abroad, begin a year in advance).

- Find out which internship options your study programme offers.
- Consider where you would like to do an internship. Which organizations appeal to you? Profit or non-profit? What type of work would you like to perform? What would you like to learn? Which skills would you like to practice? What are your strong points, what experience and expertise do you have? In other words; what can you offer the organization? If these questions are difficult to answer, then look for some tie to your studies, extracurricular activities and personal interests. Are there subjects you have encountered in your studies that have earned your special interest? Do you have any unique interests or hobbies?
- Familiarise yourself with the internship opportunities in your chosen field. A good way to find ideas is to see the internships posted on the faculty internship site, other universities' internship sites or internship mediation organizations. You can also ask other students about their internship experiences and your professors about possible internship opportunities.

### **Step 3: Looking for an internship**

There are two ways to find an internship position:

#### **1. Look for yourself**

Finding an internship position yourself is a valuable experience. The search will demand a great deal from your persistence, imagination, the way you present yourself, etc. It is also an excellent way to prepare for applying for jobs after you graduate. Success will depend on knowing what you want and a thorough study of the field and of the organisations within which you would like to work. However, finding an internship position yourself will take time. The university therefore recommends that you begin looking long before you would like to start your internship.

#### *Use your own network*

Find out if there are people in your immediate surroundings who do interesting work or work for interesting organisations. Ask them for information, and if possible, try to contact other people in their network. Take advantage of social media networks like LinkedIn and Facebook. Make sure that the information about you on the Internet is correct and professional.

Applying for an internship in an organisation is in many ways similar to applying for a job. You can contact the organisations where you would like to do an internship in writing or by telephone. Before you contact an organisation, however, remember to collect all of the information you can about the organisation, such as how large it is, which departments it is subdivided into and the organisation's or department's various activities. Read about it on the Internet; ask for brochures, read old internship reports, etc. Know which persons or departments in the organisation you should contact. Prepare well before contacting the organisation by telephone. Call from a quiet place and make sure you get the correct person on the line. Ask whether you are calling at a convenient time, and if not, make an appointment to call back later. Always offer to send a letter and a Curriculum Vitae – Latin for 'course of life' - a summary of your education, work experience, extracurricular activities, etc.

#### *Application letter*

This is a letter in which you apply for an internship position, and is similar in form to a job application. The letter should include the following elements:

- The purpose of the letter: to ask about opportunities for performing an internship with the organisation.
- Explain the context in which you wish to do your internship (education, specialization). Try to explain your specialism in a few sentences.
- Explain what kind of internship you would like to do and what tasks you are able and willing to perform. This need not be a detailed plan, but it should be a realistic, concrete suggestion.
- Explain your motivation for doing an internship with the organisation.
- State when you would like to perform the internship.
- Always include a C.V.

If you have not heard anything within two weeks of sending the letter, then contact the organisation by telephone. If an organisation is interested, they will probably contact you to schedule an appointment. This meeting is purely for the organisation to become acquainted with you and to see whether the internship position offered is suitable or interesting enough for you. You need not inform a professor at this point, although you are free to do so.

#### *Suitability*

What should you consider when determining whether the internship position is suitable for you? In addition to the general requirements as described in §6, determine whether the position meets the requirements below:

- Are the working conditions acceptable: do you have your own work space? Are there sufficient technical facilities?
- Is it a professional organisation (is there at least one person who earns an income working for the organisation; is the organisation registered with the Chamber of Commerce? Does

- the organisation have an office?)
- Does the position offer sufficient supervision, both quantitatively as well as qualitatively (sufficient expertise)?
- Does the assignment have enough relation to Humanities (language, culture, history, religion, philosophy)?

If you are in doubt about any of these issues, feel free to contact the prospective supervising lecturer for advice.

Always consult with a prospective supervising lecturer before making any agreements with regard to the internship (see §8). You cannot make any promises to an internship organisation before you have found a lecturer or professor willing to act as your supervisor.

## **2. Via the internship site**

You can also find an internship position via the faculty. The selection of internship positions has increased over the past few years, and there is usually an internship available for every specialisation or study programme at any time of the year. For the complete overview of open internship positions, see the internship website. Usually, students must contact the organisation in question themselves and 'apply' for the position, as the organisation may have to select from several possible candidates for the position.

## **I have found an internship position; what now?**

As soon as you have found an internship position, you must complete the following steps (in order):

- Find a supervising lecturer or professor (see §8);
- Draw up an internship work plan (see §9);
- Sign an internship agreement (see §10);
- Register for an internship in Osiris (see §11).

## **8. CHOOSING A SUPERVISING LECTURER/PROFESSOR**

The supervising lecturer is a lecturer or professor affiliated with Utrecht University. He or she approves the internship before your start, and determines your grade after you finish.

You must ask a lecturer to act as your supervisor yourself. In principle, any lecturer qualified to take exams within your study programme may supervise an internship. Obviously, the lecturer must also be knowledgeable in the field of the internship. Some study programmes or specialisations have appointed certain lecturers to supervise internships.

You may only begin your internship once you have found a lecturer willing to act as your supervisor and approve your work plan (see §9).

The following regulations apply to internship supervision:

### *Work and research internships*

Students are free to choose any lecturer qualified to take exams within the study programme. For bachelor's students Language and Culture studies this essentially means that any lecturer from within the faculty of Humanities may act as supervising lecturer.

If you want to ask a lecturer from outside your programme as supervisor, you need to ask the Board of Examiners for approval.

### *Teaching internships:*

In a teaching internship you give lectures or teach study groups in a Utrecht University course. You will be supervised, obviously, by the lecturer responsible for that course. In addition, you need to find a second lecturer who will act as supervising lecturer for the internship, and who will grade your performance at the end of it.

## 9. THE INTERNSHIP WORK PLAN AND INTERNSHIP TASKS

The internship goals and tasks must be recorded in an internship work plan before the student begins the internship.

The internship work plan is drawn up in consultation with the student, the supervising lecturer and the internship supervisor for the organisation offering the internship. After their first meeting, the student and the organisation offering the internship should both agree on what the internship will entail. If the internship is posted on the faculty website, the description often contains an assignment that can be used as the basis for an internship work plan\*. In general, the student draws up a preliminary internship work plan based on the first meeting. He or she then submits the plan to the organisation offering the internship and the supervising lecturer. Students may begin the internship only after the internship work plan has been approved by the parties involved. The university recommends that all parties be invited to a meeting to discuss the work plan before approving it by signing the Internship Work Plan form.

The internship work plan consists of two sections: The *Internship Work Plan form* (the cover sheet) with the basic information, such as the signatures, and the content of the plan in the *Internship Work Plan*. The body of the plan is written by the student and must contain the following information:

- A description of the internship (organisation, assignment)
- A description of your motivation and your learning goals.
- Agreements on the method and intensity of supervision by both the organisation offering the internship and the supervising lecturer (see §12).
- For BA3 and master's internships: a description of the research component

It may be difficult to describe the internship tasks in detail in advance (ex. 'shadow internship'), as many of the tasks to be performed are as yet unknown. In this case, a general description would be sufficient. In general, the agreements should be recorded in as much detail as possible in order to provide the parties with enough clarity and certainty during the internship.

The student and both supervisors must sign the Internship Work Plan form cover sheet. This cover sheet, the body of the internship work plan and the signed internship agreement (see below) are then submitted to the Student Desk. After receiving these three documents, Student Desk then registers the student for the internship in Osiris. It is not necessary for the students to register themselves.

- \* The internship assignment may not relate entirely to the study programme, so students should discuss where they would like to place the emphasis on the internship with the organization offering the internship. Try to arrange the internship around the supervising lecturer's requirements.

## 10. THE INTERNSHIP AGREEMENT

The Faculty of Humanities, the organisation offering the internship and the student must draw up an internship agreement to record a number of legal and financial issues in writing. The internship work plan is included as an attachment to the agreement in order to record the content. Although verbal agreements are as valid and binding as written agreements, a written agreement is vital in order to ensure that all parties have the same information and 'rules' for the internship. This prevents later differences in interpretation of what has been agreed upon exactly. Signing a agreement before starting the internship prevents a situation from arising in which the parties must renegotiate the internship rules in the event of a disagreement.

The faculty has a model internship agreement available for download from the internship site. This internship agreement must be signed by three parties: the organisation offering the internship, the student and the Head of Education and Student Affairs on behalf of the faculty. The **supervising lecturer** is named in Article 1 and need **not** sign the agreement, although he or she **must sign** the work plan. The agreement must be completed and signed before starting the internship.

The student must submit the following three documents to the Student Desk:

- the original internship agreement plus 3(!) copies;
- the original internship work plan form;
- the internship work plan.

Students can turn in these documents to the Student Desk or send them by post with the request that they be signed (see §16). The Head of Education and Student Affairs signs the agreement last and the Student Desk ensures that the documents are distributed to the parties concerned and the supervising lecturer. Incomplete agreements will be sent back with the request that they be completed and signed.

If the organisation offering the internship has its own standard agreement, then this agreement may be used in place of the faculty's agreement. It is more important that any agreement be signed than that a specific agreement is used for the internship. If desired, the parties can use the faculty internship agreement as a checklist to ensure that everything has been properly arranged.

If the faculty Internship Office is not a signatory in the organisation's standard agreement, then a copy of the agreement must still be submitted to the Student Desk for liability insurance and registration purposes (see §15). The Student Desk will ensure that the agreement is registered and archived. For internships via the Science Shop, a copy of the first page of the agreement between the researchers and supervisors must be submitted to the Student Desk.

*Occasionally students will make verbal or written agreements for an internship with an organisation and then receive a preferable offer for an internship with another organisation. In this case, the student is morally obliged to take the first position, as the organisation is expecting him or her. And yet there may be considerations that would justify changing internship positions. In that case, contact the Student Desk to ask about the procedure for dissolving any agreements made. If an internship agreement has been signed, then the parties must follow the agreed-upon procedure for terminating the internship.*

## **11. REGISTERING IN OSIRIS**

After the internship documents have been turned in, the Student Desk will register you in Osiris. This step allows the study programme to know which students are working on an internship and helps the faculty keep track of the duration of the internships.

## **12. SUPERVISION DURING THE INTERNSHIP**

The supervisor appointed by the organisation providing the internship will provide supervision during the internship. In teaching internships the course lecturer will be the daily supervisor. This supervisor will introduce the intern to the organisation and explain the tasks to be completed, and he or she will act as the first point of contact for questions and problems. The internship work plan describes the type and frequency of supervision agreed upon with the supervising lecturer (see §9).

During your internship you must keep a log book with daily or weekly notes, work reports and minutes of meetings. You send this log book to your supervising lecturer at least three times. The supervising lecturer will give you feedback, in order to (help) give direction to your learning progress. This log book can be used as a source when writing the internship report (see §13).

In addition you may contact your supervising lecturer through mail or phone, or you can arrange to meet individually or with all students who are currently doing internships. In general, the supervising lecturer must visit the intern on location at least once during the internship, preferably during the final review meeting.

Any problems that arise during the internship should first be dealt with by the supervising lecturer

and the internship supervisor. For 'technical' or procedural questions, or in the event that a conflict arises, the parties can turn to the Student Desk.

### **13. THE INTERNSHIP REPORT**

Every internship results in an internship report. In order to prevent delays in your studies, the faculty recommends that you write the report during the internship period or immediately afterwards. The internship report is usually written in Dutch, although some language study programmes require that the report be written in the applicable foreign language. As a rule, the internship report should be written in the language used at the organisation offering the internship.

The internship report cover sheet should contain the following information:

- The name of the organisation offering the internship, including the department or project name;
- The name of the organisation's internship supervisor;
- The student's name, student number, study programme and specialisation, faculty and university;
- The name of the supervising lecturer or professor;
- The internship period.

The internship report consists of two sections: an evaluation section in which you review the internship (what have I accomplished, what have I learned), and a description of the 'product' resulting from the internship.

The evaluation section should reflect an academic level of thought and effort. Especially for Master's internships, you should be able to apply the experiences gained in a reflective report in which you describe the relationship to the knowledge gained during your education. For both Bachelor's and Master's internships, the report must display sufficient depth and analytic thought.

The internship report should include the following information:

- An introduction describing how the internship originated, the reasons for choosing this internship position and the original expectations.
- Information about the internship position, a description of the organisation (purpose, structure, department's position in the organisation).
- A description of the internship assignment as worded in the internship work plan.
- An accurate description and justification of the tasks performed.
- A description of any problems that occurred during the internship.
- The intern's opinion of whether the learning goals formulated in the working plan have been achieved.
- A critical reflection of the tasks performed and the real-life experience gained. (What did you learn? To what degree were you able to apply the knowledge and skills gained during your education?)

The evaluation section should be around 10 pages long. This section should be followed by a description of the internship product. For BA-3 and master's internships this will take the form of a research paper/report. For other internships the product can differ and may include a brochure written or edited by the intern, but it can also include non-written products such as an exhibition, a slide show or a conference. In these cases it is customary to include an appendix containing newspaper articles about the exhibition, the outline of the slide show, minutes of meetings, correspondence, etc. in order to illustrate the results of the internship.

If the internship was a work internship without a clearly-delineated product, then the report should include written examples of the tasks completed.

When handing in your internship report, always add your internship work plan and the internship logs you have kept as an attachment. Students are advised to ask the organisation offering the internship for a brief written evaluation to include as an appendix.

Make at least three copies of the internship report: one for the supervising lecturer, one for the internship organisation and one for yourself. Send a digital copy to the Internship Office for their

records.

## **15. FINAL EVALUATION AND GRADING**

Regardless of the type of internship, the final responsibility for evaluating and grading your internship lies with the supervising lecturer from Utrecht University.

The evaluation and grading is largely based on the internship report, but naturally your performance during the internship is also taken into account. Your performance is assessed during a (virtual or physical) meeting between your internship supervisor and the supervising lecturer. As a guideline the internship supervisor is asked to fill out the form Feedback and Evaluation Internship (attached).

The internship report is evaluated on the basis of a standard assessment form. The supervising lecturer fills out the form and gives feedback on all relevant aspects.

In determining the grade the quality of the internship report (both the evaluation section and the 'product' section) is the deciding factor. The assessment of your performance during the internship can influence your grade by a half-point at the most. However, your performance must be graded as sufficient (see below).

In order to successfully complete your internship, you must have a passing grade for all aspects (your performance during the internship, evaluation section and 'product' section of your report). If your grade for the internship report is between a 4.0 and 5.5 you will get one opportunity to repair your grade. If you have a passing grade for the internship report, but your performance during the internship is assessed as insufficient, the School Director must be consulted about a possible solution. Both student and internship supervisor must alert the supervising lecturer a.s.a.p. in case of problems.

The supervising lecturer will inform you of your grade, and send you a copy of the filled out evaluation forms. He or she will also send the forms to the Student Desk/Faculty Internship Office for archiving purposes. Finally the lecturer must fill out a preliminary exam declaration ('toetsverklaring') stating the final grade and earned credits so that the Student Desk can register your grade in Osiris. For financial aid purposes, the Student Desk must register any credits earned as quickly as possible, and in any case it is best to arrange everything in a timely fashion. So remind the lecturer to send the preliminary exam declaration to the Student Desk as soon as possible!

## **15. FINANCES AND INSURANCE**

### **Internship compensation**

Unfortunately, many internships are still unpaid, especially internships with cultural or non-profit organisations. The idea is that the intern is 'paid' with the learning experience gained. However, it is entirely reasonable to ask for compensation for the internship. Many organisations compensate their interns for 'expenses incurred'. This can be done in a number of ways: monetary compensation, expense reimbursement, travel costs or payment in kind. In all cases, such compensation is considered internship compensation and not salary or pay. Only rarely are interns officially employed and receive 'pay', with the result that they are also insured by their employer (see below). A guideline for reasonable internship compensation is the amount paid by the government - approximately € 275.00 gross per month.

The faculty cannot be held liable for any expenses incurred in relation to the internship.

### **Insurance**

If you do not receive any financial compensation for the internship, then you are not insured for health or unemployment benefits. Travel- and expense reimbursement does not count as pay. If you receive pay from the organisation, then you are automatically insured and must pay premiums. Interns are always insured under the Work Disability Act (WAO).

When performing an internship, you must be insured for liability for the duration of the internship. In some cases, the organisation offering the internship will insure interns for liability. If your

internship agreement was arranged via the faculty, then you are covered by the university's liability policy.

The faculty cannot be held liable for any misconduct during your internship.

## **16. INTERNSHIPS ABROAD**

Students may choose to perform an internship abroad. For study programmes such as American Studies, such an internship is an obvious choice. Internships abroad are subject to the same conditions, procedures and regulations as described above.

Keep the following issues in mind when planning an internship abroad.

### ***Selection***

Keep in mind that the faculty has only a limited number of international internship positions available, so finding such a position depends largely on your own initiative and contacts. Start looking for a position early, at least one year in advance. Contact the faculty Internship Office, the internship coordinator for your specialisation or a prospective supervising lecturer.

### ***Safety***

The faculty places a high value on safety when preparing for internships, especially internships abroad. When in doubt, always consult with the Internship Office and the supervising lecturer.

### ***Expenses***

In principle, the student is liable for all expenses related to an internship abroad, such as accommodations and travel. Your financial aid will continue during your internship. In some very limited cases, students may be able to apply for a grant from the university or a special fund. More information on grants is available at the website of your programme: Academics -> Internships -> Internship abroad. In order to apply for grants and funds you must have concrete plans for the internship and begin the application procedure at least one year in advance.

### ***Transportation expenses***

If you do an internship abroad, you may choose to turn in your OV-jaarkaart and to have the amount deducted every month to pay for it deposited to your account instead. Application forms are available from the Student Services Centre and the regional office of the Informatie Beheer Groep. These forms must be stamped and signed by the study programme's Internationalisation Coordinator, for which you can visit the Student Desk.

### ***Supervision***

The nature of an internship abroad may mean that interns will receive less intensive supervision than those doing an internship in the Netherlands. E-mail is a very useful tool for maintaining contact with your supervising lecturer. Make sure to make agreements beforehand in the internship work plan and the internship agreement regarding the length of the internship, supervision on location, etc.

An English-language version of the faculty internship agreement is available on the internship website.

## **17. FRAUD AND PLAGIARISM**

Academic integrity is the foundation of scientific learning. Utrecht University therefore considers any form of academic dishonesty to be a very serious offense. Utrecht University expects each student to be familiar with and to observe the norms and values that ensure academic integrity.

The most serious forms of deception that can impair this integrity are fraud and plagiarism. Plagiarism is a form of fraud and is defined as the wrongful appropriation of another author's work without proper citation. The website mentioned below provides further elaboration on what may be

considered fraud or plagiarism, along with a number of concrete examples.

If the university discovers a case of fraud or plagiarism, then the study programme's Board of Examiners may implement sanctions on the offender. The most serious sanction that the Board of Examiners may implement is the submission of a request for expulsion to the Executive Board.

More information is available on the website of your programme: Practical information -> Academic policies and procedures -> Fraud and Plagiarism.

## **18. INFORMATION ABOUT INTERNSHIPS**

Humanities Student Desk/ Internship Office  
Drift 10, 3512 BS Utrecht  
Tel. 030 253 6285  
E-mail: [stage.gw@uu.nl](mailto:stage.gw@uu.nl)  
Internet: website of your programme -> Academics -> Internships

The Humanities Student Desk at Drift 10 is open daily from 11:00 to 15:00. Students can visit the Student Desk for information about internship regulations, internship positions, introductory meetings, etc. For more specific information, please contact your study programme's lecturers and professors.



## FEEDBACK &amp; EVALUATION INTERNSHIP

STUDENT	
Naam student	
Studentnummer	
Bachelor/Master programme	
INTERNSHIP	
Naam organisation	Adress
Start date	End date
Level and type of internship (check the appropriate box) <input type="checkbox"/> BA level 2, work internship <input type="checkbox"/> Master, research internship <input type="checkbox"/> BA level 3, research internship	
Total ECTS <input type="checkbox"/> 7,5 ECTS <input type="checkbox"/> 15 ECTS	
SUPERVISION	
Name daily supervisor	
Email	
Telephone	
INSTRUCTOR (UU LECTURER)	
Name	
Department/school/programme	
Email	
Telephone	
CONFERENCE SUPERVISOR - INSTRUCTOR	
Date	
<input type="checkbox"/> by phone/skype <input type="checkbox"/> during visit to organisation providing internship	
GLOBAL ASSESSMENT	
<input type="checkbox"/> insufficient <input type="checkbox"/> sufficient <input type="checkbox"/> good	
SIGNATURE INTERNSHIP SUPERVISOR	
Date	Signature

*At least two weeks before the end of the training period, the internship supervisor is requested to fill out this form and return it to the lecturer from Utrecht University who is acting as internship instructor. The instructor will then contact the supervisor to discuss and evaluate the performance of the student during the internship. After this consultation, and once the final grade has been determined, the form is also send to the student.*

*The instructor from Utrecht University is responsible for the final assessment and grading of the internship. The instructor will take into account the feedback and evaluation of the daily supervisor. This form is the basis for a conference between supervisor and instructor about the performance of*

*the student during the internship. Please fill out this form in as much detail as possible, in order to give a good indication of the student's achievements.*

ATTITUDE		<input type="checkbox"/> insufficient	<input type="checkbox"/> sufficient	<input type="checkbox"/> good
a.	<p>Effort &amp; motivation <i>involvement; enthousiasm; effort; active participation; seizing learning opportunities; creativity, perseverance</i></p> <p><u>feedback:</u></p>			
b.	<p>Independence <i>planning; structured and independent work; meeting deadlines; keeping agreements; showing initiative; capable of justifying choices</i></p> <p><u>feedback:</u></p>			
c.	<p>Collaboration <i>Integration in the team; listening; active participation; receiving feedback/criticism; giving feedback; flexibility</i></p> <p><u>feedback:</u></p>			
d.	<p>Accuracy <i>completeness; clear notes and reports; professional finishing of products; careful dealing with information</i></p> <p><u>feedback:</u></p>			
ACADEMIC SKILLS		<input type="checkbox"/> insufficient	<input type="checkbox"/> sufficient	<input type="checkbox"/> good
a.	<p>Knowledge <i>level of knowledge, application of knowledge, insight in structure and organisation of future field of employment</i></p> <p><u>feedback:</u></p>			

<p>b. Problem solving <i>identifying problem; translation to concrete questions and proposals to solve problem</i></p> <p><u>feedback:</u></p>
<p>c. Reflection &amp; self management <i>critical attitude towards own functioning; insight in shortcomings; ability to adapt</i></p> <p><u>feedback:</u></p>
<p>d. Communication skills (oral and in writing) <i>Correct use of Dutch/English; knowledge of jargon; communication style</i></p> <p><u>feedback:</u></p>
<p>PRACTICAL ACCOMPLISHMENTS    <input type="checkbox"/> insufficient    <input type="checkbox"/> sufficient    <input type="checkbox"/> good</p>
<p>a. Quality</p> <p><u>feedback:</u></p>
<p>b. Tempo</p> <p><u>feedback:</u></p>
<p>OTHER REMARKS</p>
<p>GLOBAL ASSESSMENT                      <input type="checkbox"/> insufficient    <input type="checkbox"/> sufficient    <input type="checkbox"/> good</p>
<p><u>Motivation:</u></p>