



Utrecht University

Faculty of Humanities

# **Bachelor's internships**

A guide for students

*BA History*

*BA Literary Studies*

*BA in Media and Culture*

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# Introduction

This guide contains general information for Bachelor's students of the Faculty of Humanities who will be doing an internship as part of their degree programme. The information on your degree programme's website is a summary of the information provided in this manual. (students.uu.nl > Choosing a programme > Study programme > Internship). Please read this manual and the information on the website carefully in preparation of finding an internship.

## What is an internship?

An internship is a period during which you gain work experience as part of your degree that matches the level and content of your degree programme. You will be carrying out work at a company or at an organisation and will be supervised by an employee of the organisation offering the internship (the external internship supervisor) and by a lecturer of the faculty (the supervising lecturer). The work will often result in a concrete product, such as an exhibition, a translation or a research or policy report.

Before you start your internship, you will have spent some time considering what you would like to learn during the internship. It is essential that you formulate your learning outcomes, and how you intend to achieve them, clearly. Your principal objective will be to gain skills and insights. The fact the host organisation has benefited as a result of your work is of secondary value.

Once you have graduated, you will no longer be able to do an internship under the responsibility of the university. If you do choose to do an internship of this type (i.e. a work experience internship), please be aware that the university has no role and, as such, the rules in this manual will not apply to those types of constructions.

## Purpose of the internship

The internship serves as a bridge between your current life, as a student, and your life after graduation. You will be given the opportunity to become acquainted with the world outside the university, to show initiative and to try out what suits you. This endeavour will rely in large part on your ability to be independent and proactive.

After your internship, you should:

- Be familiar with the work carried out in the field you have chosen.
- Have an insight into the division of labour, the lines of communication, the workload and the atmosphere within an organisation.
- Be familiar with the distinctive business processes and jargon of the internship post.
- Have learned the value of the theoretical foundation you gained during your studies and how to apply it.
- Have gained a better understanding of your own talent, abilities and ambitions, allowing you to position yourself more assertively and take a more targeted approach to finding a suitable job.

- Have an independent network with contacts who are able to contribute to helping you find a suitable job.

For research internships: you should have gained experience with carrying out research in a professional practice context and with drafting reports of research results for third parties within that professional practice setting.

## Types of internships

### Professional practice internships

Professional practice internships are level 2 internships. These types of internships allow students to get oriented in terms of the work carried out in one of the sectors of the job market where humanities graduates may be employed and regarding participation in the workforce.

### Research internships

Research internships are level 3 internships. In addition to the specific operational responsibilities associated with an internship, research internships also comprise a clear research component. The research will be conducted on behalf of the host organisation and will result in an individual final product, such as a survey or an advisory or research report.

### Teaching internships

During a teaching internship, you will be teaching tutorials at the university. Occasionally, you will also be given additional responsibilities, such as supporting the development of new teaching materials, assisting with marking papers under the supervision of the course lecturer, evaluation of the course to improve subsequent editions of the course, providing support regarding pedagogical research, etc. Research internships are almost exclusively brought about at the initiative of a lecturer. Please do not confuse teaching internships with the internships of the Education minor.

Teaching internships are level 3 internships and consist of up to 7.5 ECTS.

## Internship duration

You will be able to do an internship for 7.5 or 15 ECTS. Internships of 7.5 ECTS last roughly 26 working days of 8 hours, whereas 15 ECTS internships last roughly 52 working days of 8 hours (approximately 10.5 weeks full time). You will determine how long your internship will be in consultation with the host organisation and whether or not it will be a full-time or part-time internship. Full-time internships of 15 ECTS are most common.

## Internship supervision

### Internship coordinator

The internship coordinator will be your first point of contact if you intend to do an internship. You can contact the internship coordinator for any questions about internships you may have. Once you have found an internship, you should create a case in OSIRIS Student (under *My Cases*), after which the internship coordinator will attempt to find a lecturer to supervise your internship (i.e. the supervising lecturer).

### Supervising lecturer

During your internship, supervision will primarily take place by the internship supervisor – you will have fewer interactions with your supervising lecturer. Agreements will be made in advance with your supervising lecturer regarding the manner and frequency of your supervision. These agreements will be included in your internship plan.

The supervising lecturer will be a lecturer from your degree programme, who will approve the internship beforehand and assess it upon completion.

### Internship supervisor

The internship supervisor will be the external supervisor at the organisation where the internship takes place. He or she will be your day-to-day supervisor, with whom you will have a great deal of contact during your internship.

In teaching internships, the internship supervisor will be the lecturer responsible for the course for which you teach (tutorials). The internship supervisor will get you familiarised with your responsibilities and will be your first point of contact for any questions or problems.

Should you encounter any problems during your internship: please approach your internship supervisor first. Only if you are unable to resolve the situation together and if no other solution can be found within the host organisation, should you contact your supervising lecturer who will be able to act as a mediator. If you are similarly unable to resolve matters with your lecturer, then please contact the internship coordinator of your degree programme.

### Faculty of Humanities Internship Office

Your registration will be processed by the Faculty of Humanities Internship Office (Humanities Student Desk). Unlike regular courses, you will not be able to handle registration yourself.

## How the internship fits into your degree programme

In order to be able to do an internship you must be enrolled at the university – as is the case if you wish to follow other courses. You will be able to include a Bachelor's internship from your second year, however, inclusion in the third year is recommended. For any advice on how best to fit your internship into your programme, please contact your study advisor and/or the internship coordinator of your programme or discipline.

## General internship requirements

Your choice of an internship position is free within the restrictions mentioned below. The internship coordinator of the department of your degree programme or discipline will be able to provide advice in this regard. Once you have been accepted to the internship, you will be writing a first draft of your internship plan. After that, your internship must be registered in OSIRIS by creating a case in *My cases*.

Please make sure to read and provide all of the information carefully and upload a draft version of your internship plan. The internship coordinator will receive a notification and will find an supervising lecturer on that basis. Please find more information about the supervising lecturer further on in this document.

The internship position must meet the following requirements:

- You should have the opportunity to take part in the working world.
- That is why it is crucial that you are given a (permanent) role at your internship post.
- You should be able to do work at the level of your degree programme.
- You should be able to do work that matches or supplements the knowledge and/or skills that you have acquired during your studies in terms of content.
- You should be given the opportunity to learn from your internship: this means that the host organisation must give you the opportunity to be in contact with the supervising lecturer as well as reflect on the internship experience and draft a report of the internship period during working hours. The latter goes towards the credits that you are awarded at the end of your internship. Please reserve approximately 10% of your time each week to do so: during an internship of 40 hours a week you will be spending 4 hours a week on reflection and writing your report. The host organisation should realise that as an intern you will initially be participating to learn and, as such, that you cannot be employed and have the same responsibilities as a full employee of the organisation. This also means that you should be given adequate and quality supervision from one of the employees (preferably at an academic level, especially in the case of a research internship).
- Any level 3 Bachelor's internship should also include a clear research assignment as part of the internship.



## Finding an internship

Make sure to consider when you would have time to include an internship in your degree programme and consult with the study advisor. Give yourself enough time: often there will be uncertainty as to whether you will be able to do the internship you want in your preferred time slot.

You will be able to do a full-time internship, however this is not compulsory. A three-month internship will often mean missing more than one course period. If you do not want to miss that much of your programme, then a part-time internship or an internship (partly) during the summer months may provide a solution. You cannot, however, assume that supervising lecturers will always be available during the summer.

## Orientation stage

Once you know that you want to do an internship, you will be able to get started on getting oriented. Finding an internship that really suits you, means starting the exploration process roughly six months in advance (or for international internships: a year in advance). This will also be excellent preparation for job hunting after you have graduated.

Tips for the orientation stage:

- Attend as many informative meetings as possible on how to complement and establish your optional course profile or on career opportunities. Each year, we hold the Humanities Careers Night (Carrièrenacht GW) (<https://carrierenachtgw.nl/>) at which you will be able to listen and speak to alumni with interesting careers. Furthermore, you will be able to attend Your Perspective sessions each month (<https://yourperspective.sites.uu.nl>) at which we discuss specific fields with alumni who have recently graduated and work in those sectors. The degree programmes and study societies themselves also provide information sessions on the job market and on internships. Occasionally, they also offer coaching programmes in which you will be paired with a former student in order to gain insight into what it's like to have a certain job.
- Follow the news: you will be sure to see all sorts of organisations and topics on the news that are related to your degree. This will give you an idea of the size and diversity of your field. If necessary, ask lecturers which channels would be useful.
- Speak to people in your own environment who have a fun job or work at an interesting organisation.
- Think about what type of organisation you would like to end up in: what attracts you to that organisation and why? What suits you in terms of hierarchy, atmosphere, significance, etc.? There are free tests on <https://students.uu.nl/careerservices> which will be able to help you discover what matters to you in your work and what kind of work would suit you. This will be able to help you pick a host organisation.
- Find fellow students (alumni) with interesting jobs on LinkedIn. This will allow you to discover all sorts of jobs and companies that you might find interesting. Visit the websites and social media channels of those companies and find out whether or not they have internship vacancies (or if they accept open applications).
- Furthermore, you might send alumni who have interesting jobs a connection request

alongside an invitation to meet them for a coffee during which you will be able to discuss their work and they may be able to give you tips. Not everyone will accept that kind of request or invitation, however the conversation may be inspiring to both parties.

- Think about the type of work you would like to do and which host organisation and type of internship would be most suited. Ask yourself the following questions: What added value would an internship give you compared to following courses? Are you looking to apply the research skills you have learned through your courses or are you looking to do something completely different? Are there any other skills that you would like to learn or want to have more practice with? What are your strengths, what experience do you have and what knowledge do you have? Are you looking to do an internship at a leading or large company? Or would you find a start-up business with a small team more conducive to learning?
- It may also be useful to try to find links to any activities you do outside of university and to your personal interests. Are there any issues or activities that you are particularly interested in in that domain or any areas you would like to develop further?

## The actual search process: applying for an internship

Once you have an idea of what type of internship you would like to do, you will be able to fine-tune your search. The process of finding an internship yourself is a valuable experience. The search process will be very demanding on a personal level. It will require perseverance, imagination, presentation, etc. We recommend that you start the process of searching for an internship well before the recommended start date. Many large organisations that work with interns will publish their internship vacancies three or four months in advance.

### Using your network

Check if there are any people in your immediate social environment who have interesting jobs or work at an interesting organisation. Ask them for information and, if possible, whether you would be able to introduce you to people within their network – make sure to use LinkedIn and other social media forums. In any case, you should ensure that any information that can be found about you, e.g. on social media, is correct and looks professional.

### Vacancies through the degree programmes and the faculty

The internship coordinators of the degree programmes will ensure the dissemination of internship vacancies through newsletters, LinkedIn and/or Facebook, etc. We recommend that you like the pages of your degree programme and/or become a member of your degree programme's group (if it has one). The faculty also has an internship posting site: [www.uu.nl/gwstages](http://www.uu.nl/gwstages) shows all internship vacancies that are sent in to the Internship Office of the Humanities Student Desk. The internship vacancy site for the whole university may also show relevant positions: <https://uu.jobteaser.com>. The study societies occasionally post internship vacancies on their Facebook or on their website.

## Spotted a good internship? What happens next

Just like for any job, most internship positions will mean you will have to apply for the (internship) vacancy. Take this opportunity seriously: in all likelihood, you will be one of many applicants, so make sure that your cover letter and CV look good (please see <https://students.uu.nl/gw/career-services/sollicitatie-en-cv-tips>). If you have found an organisation that you want to do an internship at, but were unable to find any vacancies then send the organisation an open application – unless the company specifically states that open applications will not be considered. In your cover letter, explain why you want to do an internship at that organisation as well as what role you could and would want to take on – include your CV.

Make sure that you have all the necessary information about the organisation before you get in touch with them. A company's website, social media channels and Wikipedia page will often give you an accurate picture of what they are about. Keep your message concise and to the point. Please make sure that if you choose to get in touch by phone you prepare the interview thoroughly, making sure to telephone from a quiet place and that you speak to the right person. Enquire in advance as to whether that person would have time to speak to you and, if not, make an appointment to re-schedule your call. It may be useful to send them an email first to let them know that you will be phoning shortly – this will avoid people being taken by surprise. Always offer to send a cover letter and a CV.

## Suitability

There are several elements to look out for when determining whether an internship is suitable. Naturally, the assignment should, first and foremost, meet the general requirements of the university. On top of that, the following issues should also be considered (if necessary, ask your internship coordinator for advice):

- Are the working conditions adequate: would you have a workspace, would the technological facilities be adequate?
- Is the company a professional organisation? For example, does at least one person receive remuneration for their work for the organisation? Is the company registered with the Chamber of Commerce? Does it have professional premises?
- Will there be enough supervision, both in quantitative terms (e.g. will the organisation take the time to discuss and support the progress of your learning objectives) and qualitative terms (does the organisation have sufficient expertise regarding supervision of interns)?
- Is the assignment related to the Humanities (language, culture, philosophy, history, etc.)?
- Will you be given the opportunity to carry out work at an academic level (intellectual ability, level of independence)?

You will not be able to make any definitive commitments to a host organisation until your supervising lecturer has approved the internship. For that reason, you should always consult with the lecturer beforehand before making any agreements with the internship post.

# Things to do when you've found internship

Once you have found an internship, you will need to do 4 things, in this order:

1. Draw up a first draft of an internship plan.
2. Create a case in [OSIRIS Student](#) under *My Cases*; select 'Faculty of Humanities: internship procedures for Bachelor's students'. The internship coordinator will be sent an automatic notification and will link you to a supervising lecturer.
3. Sign the internship agreement. The UU has its own internship agreement. Please note that if you intend to do an internship abroad, this should be indicated between steps 3 and 4 in OSIRIS.
4. Upload the signed internship agreement and final internship plan to your OSIRIS Cases. The Student Desk will then process your registration in OSIRIS.



## Writing your internship plan

Ahead of the actual start of your internship, you will be outlining the content and purpose of the internship in an internship plan. Often you will already have got a clear idea what the internship will entail during your initial interview with the host organisation. As a rule, your preliminary plan should be drafted based on that first interview. The plan should be added to the registration of your internship in OSIRIS (*My Cases*).

You will then be matched to a supervising lecturer, who will give you feedback on your internship plan: you will be writing your final plan based on that feedback. The final plan will have to be approved by the internship supervisor and supervising lecturer. Only after they have given their approval will you be able to start your internship. Each of these parties will issue their approval in your OSIRIS Cases.

The programme page on [students.uu.nl](https://students.uu.nl) includes specific guidelines for drafting an internship plan for professional practice, research and teaching internships.

## Internship plan components

The plan should in any case include the following information:

- 1. Description of the internship post:** contact details of the student and internship supervisor, visiting address of the internship post, start and end dates, profile of the organisation (structure, working methods, objectives, position within the field, etc.), description of the internship assignment (activities and responsibilities).
- 2. Motivation and learning objectives:** Explain why you want to do an internship, and this internship in particular, and explain whether and how the internship ties in with your degree programme (how the internship activities relate to the knowledge and skills acquired during your programme/specialisation). If applicable: indicate how it

relates to your graduation project/thesis. Highlight a number of learning objectives in your plan. What do you want this internship to teach you in the field of job market orientation, skills or knowledge specific to your degree programme and improving general academic skills?

- 3. Supervision and reporting:** record all the agreements you make with your internship supervisor and supervising lecturer regarding: supervision and feedback at the internship position, the supervision and feedback of the lecturer and his or her internship assessment visit, interim reporting (log), submission date and completeness of the internship report, collection of supporting documents concerning independently performed activities during the internship (e.g. exhibition, website, brochure, presentations, etc.).
- 4. Research internships:** a description of the research component.

Occasionally, it may not be possible to provide a detailed description of the activities in advance, given that a lot of issues are not yet known. In such cases, a general description will suffice. Please do record the agreements as detailed as possible: this will give you the most guidance during the internship.

## Registration in OSIRIS

Once you have received a notification through your OSIRIS Cases that your internship plan has been approved and your internship agreement has been signed, you will be able to start your internship. You and the host organisation will then be able to download a signed copy of the agreement from OSIRIS Cases. The Internship Office will also register you for the Internship course in OSIRIS (you are unable to do this yourself).

## Internship agreement

The internship agreement is required in order to establish a number of legal and financial aspects formally and in writing. The agreement is a contract between the Faculty of Humanities, the host organisation and you as a student. The agreement gives each of the parties the same information regarding the 'rules of the game' that apply to this internship. This prevents any difference in interpretation arising later on regarding the exact agreements. Concluding an agreement in advance excludes the possibility of your having to debate the rules should you run into any disagreements during your internship.

The internship agreement is signed by the three parties: by the host organisation, the student, and by an employee at the Humanities Internship Office on behalf of the university. The agreement is therefore **not** signed by the **lecturer** themselves. Once the agreement has been signed by you and by the host organisation, you should upload it to your OSIRIS Cases. The Humanities Internship Office will ensure the agreement is processed and the final signature is added.

The internship page of your degree programme on [students.uu.nl](https://students.uu.nl) includes a standard internship agreement that is available for download. In the event that the host organisation uses its own internship agreement, the use of the faculty's agreement is not required (in addition). You will be able to use the faculty's internship agreement as a

checklist: has everything been covered that needs to be covered? Please take into account that it may take longer for such an agreement to be processed. If in doubt or if anything remains unclear, always seek the advice of your internship coordinator.

Please be mindful of any verbal commitments you make, as they are also legally binding. Be transparent in respect of the host organisation if you are unsure about selecting a given internship position or if the internship has not yet been approved by the lecturer.

# **During and after your internship**

## **Internship log**

During your internship, you will be keeping a log in which you will be recording daily or weekly notes, activity reports, reports of meetings, etc., depending on the agreements you make with your supervising lecturer. You must upload at least three logs to your OSIRIS Cases.

In your log, you will be recording your activities and corresponding reflections. In addition, you will be reflecting on the learning process. Are you learning new skills? Are the learning objectives and areas of development that you highlighted in your internship plan still relevant and why? Your supervising lecturer will give you feedback on your logs and you will eventually add them to your internship report as an attachment.

In addition, your supervising lecturer will be in contact with your internship supervisor at least once during the internship and it is recommended that the lecturer should visit the internship position at least once or take part in a(n) (concluding) interview with both you and the internship supervisor in some other way (via Skype or phone).

Any problems should initially be resolved with your supervisor/line manager at the internship post. If the problems cannot be resolved, then you may contact your supervising lecturer. If you and/or the lecturer have any questions or problems, you may also consult the internship coordinator of your degree programme.

## **Writing an internship report**

Every internship is concluded with an internship report, which the lecturer will use to assess your internship. You are not obliged to submit a copy of that report to your internship supervisor within the organisation, however certain organisations may request that you do. In such cases, please consult with your lecturer – you may be able to omit certain parts that you would rather not share with the organisation.

We recommend that you start writing your internship report at the beginning of your internship, while events are still fresh in your memory and so there are no delays to your studies. In addition, the internship report is covered by the hours you spend on your internship (roughly 10% of your working hours). Use the logs you have written as reference documents to clearly outline your learning process. Think about the language you want to use to write the internship report and make agreements on the issue with both your supervisors. The document must meet the formal requirements of academic papers in order to be read and assessed by the supervising lecturer.

The report should be a reflection on the internship (what did I do, what did I learn, what are my learning objectives moving forward) as well as a representation of the product of the internship activities. You should add any supporting documents of independently completed assignments during the internship as attachments.

## Internship report guidelines

Word count (parts 1 to 4): 4000-5000

Components:

- Title page including
  - the name of the host organisation, department and internship supervisor
  - address of the host organisation (of the office at which you did your internship)
  - student name, student ID number, degree programme
  - name of the supervising lecturer
  - start and end date of the internship
  - number of ECTS credits
- Introduction of the host organisation and assignment
  - An introduction on the process leading up to the internship (why you wanted to do an internship, the search process, why you picked this particular internship and what your expectations were).
  - Information about the internship position, a description of the organisation (objectives, structure, situation of your department within the structure, other issues that stood out in the field of hierarchy, atmosphere, company culture, methods, etc.).
  - A summary and justification of your activities.
- Critical reflection on your own performance and learning process
  - An internship is a form of learning through gaining experience. The lecturer will assess that learning process through the reflection in your internship report. The internship report must show depth and be analytical in nature. It is particularly important that you reflect on the learning objectives you defined beforehand and give your own assessment of whether the learning objectives formulated in the plan were achieved and to what extent they were adjusted or supplemented during the process. Discuss whether or not there is a relationship between the learning process during your internship and the skills and knowledge you acquired during the courses of your degree programme. You may also want to reflect on the internship as a way of getting oriented on the job market: would you want to work in a similar position or at a similar organisation after you graduate? Under what circumstances do you perform best, as a co-worker and as an employee? What would you be able to offer a potential employer in this field? Each of your answers should be substantiated with examples and new learning objectives. Use the guidelines below for your critical evaluation.
  - Guidelines for self-reflection: Reflection means holding up a mirror in order to reflect and consider what your style of learning and working is, what kind of choices you make in that regard, what skills you use and how it feels. In the case of your internship, you should be looking back at what happened and relating those experiences to the future. That is why a good reflection report is both retrospective (what, where, how did I learn?) and prospective (what are my learning objectives moving forward?). Conduct an analysis of the strengths and weaknesses. Make sure your analysis goes deep enough: do you understand what happened now and why you acted the way you did? This will show yourself to be insightful. Your analysis should subsequently be substantiated as much as possible by reviews or feedback you received from lecturers, supervisors or co-workers.

- Critical analysis of the host organisation in the context of the degree programme. Now that you have been around the organisation for a few months and have become familiar with its practices from the inside, it is essential that you consider your host organisation from a critical, independent perspective. Your analysis may relate to the organisation as a whole or to the performance of a department within the organisation. Where possible and where relevant, you should refer to any literature, debates and discussions you encountered during your studies. If you feel that no relevant literature exists, then you must be able to properly substantiate that assertion. For example, consider the following questions and issues:
  - How does the organisation present itself and how does it achieve its aims?
  - How does the organisation relate to current trends and themes within the related field? Does the organisation play a role in any topical social debate?
  - How does the organisation interpret and implement technical terms and concepts, why does it do so in this way, and what do you feel are the strengths and weaknesses of this approach or interpretation?
  
- Product(s) of the independently performed activities. In professional practice internships, this may be a brochure that you created or edited. The product, however, can equally be non-written, such as an exhibition or a conference. In such cases, you must include documents that provide a clear idea of the product, such as articles about the exhibition, reports of meetings, correspondence, etc. For level 3 internships, you should include your research report. In teaching internships, the product may be a research report or newly developed educational materials or a comprehensive teaching evaluation. If there is no clearly independently realised product, you will have to include a number of written examples of activities in the report.
  
- Required attachments
  - the entire log of the internship period
  - the completed and signed feedback form (Internship position performance form) of the internship supervisor. This form is available in your OSIRIS Cases.

## Confidential information in your internship report

If you have worked with confidential information during your internship, then you should take into account that your internship report will always be reviewed by at least your lecturer, employees of the Student Desk charged with archiving the report and in some cases by other parties (the Board of Examiners, the internship coordinator, an external review panel for the accreditation of the degree programme). For that reason, please ensure that your report only includes information that is suitable for third parties and notify your host organisation in advance.

## Internship report submission deadline

The internship report must be submitted through OSIRIS Cases within ten working days after you finish your internship. It will not be visible to the supervisor at your host organisation.

## Assessment of the internship

The supervising lecturer bears ultimate responsibility for the assessment of the internship. The assessment will distinguish between performance during the internship and the final products that were submitted (internship report and internship product).

### Supervising lecturer assessment form

You will be able to review the assessment form for supervising lecturers on the website ([students.uu.nl](https://students.uu.nl) > Programme > Study programme > Internship). This will give you an understanding of the assessment criteria the internship report must meet. Please feel free to use the form as an additional checklist when writing your internship report.

### Performance during the internship

Your performance during the internship will be assessed following a consultation with the internship supervisor. This concluding interview will preferably take place in the form of an internship visit or via Skype, preferably with you (the intern) as well as the internship supervisor. Taking part in this conversation will allow you to gain insights that you will be able to use for the reflection in your internship report.

The final log and the Internship position performance feedback & assessment form will form the starting point for the concluding interview. During the interview you (the intern, the supervising lecturer and internship supervisor) will discuss your performance at the internship position based on this form.

If your internship supervisor's assessment is positive, then it may be beneficial to ask your supervisor to post a recommendation on LinkedIn and/or write you a letter of recommendation, which you will be able to use for programme selections or application at other organisations.

### Final products submitted

The supervising lecturer will assess your internship report based on an assessment form. The lecturer will complete the form and will provide feedback for each aspect of the report (content, structure, language, etc.). As such, you will be able to use this form as a checklist when writing your report and to make sure you have met all the criteria of the assessment form.

The quality of the internship report and the internship product will be decisive in determining your final grade. The assessment of the internship supervisor (on your day-to-day performance during the internship) can only affect the final grade by half a point in a positive or negative sense, unless the internship has been given a failing mark (see below).

In order to complete the internship successfully, you must score at least a pass on all components (performance, internship / research report). If you are awarded a fail on the internship and/or research report (at least a 4.0), then you will be given a one-off opportunity to improve that component based on the feedback of the supervising lecturer.

Should it be the case that your final products are awarded a pass mark, but that your performance during the internship is awarded a fail by the host organisation, then a solution will have to be found in consultation with the director of education. By keeping on track and submitting a log in time, you will be able to prevent any poor performance in the workplace from coming to light only at the end of the process. Both you and the internship supervisor should take action and flag any problems as they arise, to ensure that a solution can be found in time in consultation with the lecturer.

## Deadline

The supervising lecturer must determine the final grade within ten working days after submission and enter it in OSIRIS. You will be able to review the completed assessment form in your OSIRIS Cases.

# Finance and insurance

## Internship allowance

In most cases, students will be awarded an internship allowance, rather than a wage or salary. Only in a few cases will an intern actually end up on the payroll and receive a salary (and is insured as a result, see below).

Cultural and non-profit organisations may offer internships without compensation. These organisations will generally have small budgets and it will be assumed that interns will be 'paid' by the learning experience they gain. Nevertheless, it is entirely reasonable to request an internship allowance or reimbursement of expenses at the very least. An allowance will often range between 200 and 700 euros.

The faculty will never be responsible for any costs or expenses incurred in connection with the internship.

## Insurance policies

If you do not receive any financial remuneration, as an intern you will not be insured for health care costs and unemployment contributions (Unemployment Act, WW). Reimbursement of travel or expenses does not count as remuneration.

If you do receive remuneration, and consequently if you are insured, you are required to pay contributions. As an intern, you will always be insured for WAO (Disability Insurance Act). The faculty is not liable for any form of misconduct during an internship.

## Utrecht University & third-party liability insurance

Under section 7:661(1) of the Dutch Civil Code student interns can in principle not be held responsible for any damage caused to the host organisation or third parties during the course of their internship duties. Any costs arising from such damage must therefore be reimbursed by the host organisation except in case of malicious intent or deliberate recklessness on the part of the student intern.

Any exceptions to this must be agreed on in writing, and only to the extent that the student intern is insured against such liability (Section 7:661(2) of the Dutch Civil Code). In view of this, Utrecht University has included an additional clause in its third-party liability insurance:

In its third-party liability, Utrecht University includes insurance of all students of Utrecht University, from all faculties, during their external internship activities, provided that the University is aware of the internship, and that it is conducted under the auspices of the University.

## **Fraud and plagiarism**

Academic integrity serves as the foundation of any academic institution. Utrecht University considers any form of academic dishonesty to be a very serious offence. 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 text 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 degree 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.

Please find more information on the website of your degree programme under Practical matters

## International internships

You will also be able to do an international internship, meaning abroad. For many degree programmes, such as those in modern foreign languages, an international internship is often even recommended. Abroad, your own initiative and independence will be even more important than in any internship in the Netherlands. The same requirements and rules apply to these types of internships as to internships in the Netherlands, but there is more to the process. There are a number of aspects to take into account in particular in relation to international internships. Please also see:

<https://students.uu.nl/gw/onderwijs/stage-in-het-buitenland>

### Procedure

International internships involve a few more extra steps. Your internship must be registered in your OSIRIS Cases in the manner described above. This should be done at least six weeks before the start date, given that it may take longer for an internship plan and an agreement to be approved.

In addition, registration in OSIRIS is compulsory before going abroad. Register using the 'International' button in OSIRIS Student after you have registered your internship in OSIRIS Cases. You will be able to indicate for which period you will be doing an international internship. Please do not forget to add your address in the destination country. This will allow the faculty to contact you in the event of a disaster or emergency.

### Supervision

There may be less intensive supervision by your degree programme for the duration of the internship period, for example, because an internship visit may not be possible. Most of your interaction with the supervising lecturer will take place by email or on Skype. For that reason it is crucial that you pay close attention to the agreements regarding the content, the duration of the internship and supervision in the workplace in advance and that you formally record these agreements in the internship plan and internship agreement before the internship starts. An English translation of the internship agreement is available on the internship website.

### Costs

In general, an international internship will be more expensive than an internship in the Netherlands, as you will incur additional travel and accommodation expenses. Please make adequate preparations in this regard – including in the area of possible grants, suspending your student loan and public transport card, etc. Some internship posts abroad (such as the Dutch embassy), however, also offer generous allowances for accommodation expenses.

Please find additional information on the degree programme website under Internships.

In some cases, like when studying abroad, you will be able to apply for an Erasmus+ scholarship. Applications to certain scholarships and funds require starting the application procedure very soon and will require you to outline specific plans.

## Erasmus scholarship applications

If you would like to do an internship abroad but within Europa, then you will be able to apply for an Erasmus+ scholarship. Only once your OSIRIS registration has been approved by the Internship Office, will you be able to start your scholarship application in OSIRIS. Please complete the Learning Agreement for internships which is available on the Erasmus site (<https://students.uu.nl/en/academics/study-abroad/funding-grants/erasmus-grants>). Submit the completed document to the International Office by email ([internationaloffice.hum@uu.nl](mailto:internationaloffice.hum@uu.nl)) for signature. The document will subsequently have to be signed by your supervisor in the destination country and by yourself, after which it must be uploaded before the prescribed deadline (listed on the Erasmus site) in OSIRIS.

## Signature for OV reimbursement

For the duration of your stay abroad, you will be entitled to reimbursement given that you are unable to use your public transport (OV) card. Please visit the Student Desk desk once your international internship registration is listed as 'approved' for the OV reimbursement form to be signed.

## Visa or work permit

In countries outside the European Union, you will only be able to do an internship if you have a visa or a work permit. For more information, please see [www.wilweg.nl/hoger-onderwijs/stage](http://www.wilweg.nl/hoger-onderwijs/stage).

## Number of internship vacancies

In many countries, there are more than enough internship vacancies. The number of vacancies received through the channels of the degree programme or the faculty, however may occasionally be small. As such, finding an internship position abroad will depend all the more – even more so than for a Dutch internship – on your own initiative and contacts. That is why you should start looking on time and contact the internship coordinator of your degree programme for tips. For more links to a number of useful websites, please visit [www.wilweg.nl/hoger-onderwijs/stage/stageplaats-vinden](http://www.wilweg.nl/hoger-onderwijs/stage/stageplaats-vinden).

## Safety

We are highly committed to safety and security during international internships. The UU follows the travel advice of the Ministry of Foreign Affairs. Internships may not take place for countries flagged Red and only in certain cases for countries flagged as Orange. Always consult the International Office of the Faculty of Humanities when in doubt: <https://students.uu.nl/gw/contact/international-office-gw>.

## Contact

The internship coordinator is your first point of contact for any questions you may have at any time before you start your internship. Once you have started your internship, you will be able to contact your lecturer for any in-depth questions. Please refer any questions you have about your registration and registration of grades to the Internship Office (Student Desk). Any other questions can be put to the internship coordinator of your degree programme.

The most recent contact details of both the internship coordinators and the Student Desk are available on the website of your degree programme.