

BA Internship step-by-step | complete each step before you go any further

1 Find an internship (*ask your internship coordinator for advice*) >
 Check the student website
 > Once you have found an internship, write an internship work plan



2 Register your internship via Osiris My Cases > Start case



4 Discuss the workplan with your internship lecturer and supervisor



3 The internship coordinator assesses your workplan and assigns a supervising lecturer to you



5 Your supervising lecturer and your internship supervisor approve the workplan via the internship workplan form. You and the supervisor sign the internship agreement



7 The Internship Office will check and sign the internship agreement and enrol you for the internship in Osiris



6 Send your final internship plan + form and signed internship agreement to the Internship Office

8 Your internship starts now 😊 Email your supervising lecturer at least 3 logbooks, so you can receive feedback on them



9 Ask feedback from your internship supervisor and write your internship report. Send it to your supervising lecturer







11 Email the graded internship report to the Internship Office



OK!

10 Your internship report is assessed by your supervising lecturer

Legend

-  This step is done via Osiris Cases
-  Internship abroad? Start on time and arrange in Osiris Stay Abroad
-  Tip: ask your supervising lecturer for a testimonial
-  Step before your internship (steps 1 to 7)
-  Step during your internship (step 8)
-  Step after your internship (step 9 to 11)

- Supervising lecturer = supervising teacher of your programme
- Internship supervisor = supervisor at the organisation
- [Internship Office](#) = the contact person for enrolment and grade registration in Osiris
- [Internship coordinator](#) = the contact person for all internship questions except grade registration and enrolment
- [Student website](#) = > name of your programme > Curriculum > Internship