

**Universiteit Utrecht**



*Humanities Faculty*

# **Bachelor Internship**

## *Student Guide*

## **Table of Contents**

<b>Introduction .....</b>	<b>4</b>
<b>1. DEFINITION OF AN INTERNSHIP .....</b>	<b>4</b>
<b>2. GOALS OF THE INTERSHIP .....</b>	<b>4</b>
<b>3. TYPES OF INTERNSHIP .....</b>	<b>5</b>
<b>4. DURATION OF AN INTERNSHIP .....</b>	<b>5</b>
<b>5. THE INTERNSHIP WITHIN YOUR PROGRAMME .....</b>	<b>5</b>
<b>6. GENERAL REQUIREMENTS .....</b>	<b>5</b>
<b>7. FINDING AN INTERNSHIP .....</b>	<b>6</b>
Planning .....	6
Orientation.....	6
Searching for a position: applying for an internship .....	7
When you have found an internship.....	9
<b>8. WRITING THE INTERNSHIP WORK PLAN .....</b>	<b>9</b>
<b>9. GUIDANCE .....</b>	<b>10</b>
The internship supervisor .....	10
The supervising lecturer.....	10
<b>10. THE INTERNSHIP AGREEMENT.....</b>	<b>10</b>
<b>12. SUPPORT DURING THE INTERNSHIP .....</b>	<b>11</b>
<b>13. WRITING THE INTERNSHIP REPORT .....</b>	<b>12</b>
Confidential information in the internship report .....	14
<b>14. GRADING.....</b>	<b>14</b>
Grading form.....	14
Performance during the internship.....	14
The final products .....	15
Deadline.....	15
<b>15. FINANCES AND INSURANCE.....</b>	<b>15</b>
Internship Compensation .....	15
Insurance .....	15
<b>16. INTERNSHIP ABROAD.....</b>	<b>16</b>
Procedure .....	16
Registration in Osiris .....	16
Requesting an Erasmus grant .....	17
Support .....	17

*Bachelor Internship - Student Guide Humanities - October 2018*

Costs .....	17
Student travel card reimbursement.....	17
Visa and Work-permit .....	17
Opportunities for an internship.....	17
Safety .....	18
<b>17. FRAUD AND PLAGIARISM .....</b>	<b>18</b>
<b>18. CONTACT .....</b>	<b>18</b>

## **Introduction**

In this guide you will find all general information for bachelor students of the Faculty of Humanities who want to do an internship as part of their bachelor programme. The information on your programme website is a summary of the information in this guide. ([students.uu.nl/en](http://students.uu.nl/en) > choose study programme > curriculum > internships). Read this guide and the information on the website to prepare for an internship.

### **1. DEFINITION OF AN INTERNSHIP**

An internship is a period in which you, as part of your studies, gain work experience that matches the level and subject of your programme. While being supervised by an employee of the organisation that offers the internship (external internship supervisor) and a lecturer from your faculty (supervising lecturer), you perform a job at a company or organisation. This often leads to a specific product, for example an exhibition, translation, or a research or policy report.

Before you start, consider what it is you want to learn during the internship. It is important that you clearly define your goals and how you intend to reach those goals. The main objective is to gain new skills and insights. Additionally, you may be of use to the organisation or company you are at, but this is of secondary importance.

You cannot do an internship that falls under the university's responsibility after you have graduated. If you decide to do an internship after you have graduation, the university does not play a part in this, and the rules and regulations in this guide do not apply to these types of constructions.

### **2. GOALS OF THE INTERNSHIP**

An internship can serve as a bridge between your life now, as a student, and life after graduation. It gives you the opportunity to get to know the world outside of the university, to develop your own initiative, and to see what suits you. This requires a lot of independence and a proactive attitude.

After your internship you will have:

- More knowledge of your chosen field of work;
- Insight into the distribution of tasks, communication, workload, and atmosphere at the internship organisation;
- Knowledge of the jargon and processes relevant to the internship organisation;
- Insight in the value and practical application of the theoretical knowledge that you have gained in your programme;
- More insight into your own talents, capabilities, and ambitions, which will help you present yourself confidently and help you focus the search for a fitting career path;
- Your own network of contacts that might help you find a fitting job.

In case of a research internship: experience in doing research in the context of a professional field and in reporting research results to people in the that field.

### **3. TYPES OF INTERNSHIP**

#### *Practical Internships*

Practical internships are internships on level 2. They offer an opportunity for you to orientate yourself in one of the fields of the labour market where students of the humanities can end up in, and for you to participate in the labour process.

#### *Research Internships*

Research internships are internships on level 3. They include, besides the practical work that is involved, a clear research component. The research is commissioned by the organisation of your internship and it results in an individual final product, such as an assessment, advice or research report.

#### *Educational Internships*

When doing an educational internship, you will be teaching seminars at the university. You might also do some additional tasks: offering support in the development of new educational materials, assist the course lecturers in checking and grading, evaluating the course, supporting educational research etc. Educational internships are almost always initiated by a lecturer. These educational internships are not to be confused with internships that are part of the educational minor. An educational internship is a level 3 internship and is (at maximum) 7,5 EC.

### **4. DURATION OF AN INTERNSHIP**

You have the option of earning 7,5 or 15 EC for an internship. 15 EC internships last approximately 52 working days of 8 hours (roughly 10,5 weeks full-time), 7,5 EC internships last approximately 26 working days of 8 hours. You make agreements with the internship organisation about the duration of the internship and whether you will work full-time or part-time. Full-time 15 EC internships are generally the most common, although this varies in different fields.

### **5. THE INTERNSHIP WITHIN YOUR PROGRAMME**

To be able to do an internship you have to be registered as a student at the university. Bachelor internships can be scheduled in the second year, but are preferably done in the (second half of the) third year. Contact your study advisor and/or the internship coordinator from your department, programme or major.

### **6. GENERAL REQUIREMENTS**

Apart from the requirements mentioned below, the choice of an internship position is up to you. The internship coordinator from your department will be able to offer advice on how to decide on where to do an internship. When you have found an internship position, you write a first draft of your work plan (see §8), and you send this plan to the coordinator via email. The coordinator will find a lecturer who will supervise you based on your work plan. The supervising lecturer has final approval on the internship and grades your report at the end of the internship. You have to make sure that your supervising lecturer stays up to date on your progress during the internship. You can find more about the supervising lecturer in §9.

The internship organisation needs to meet the following requirements:

- You are given the opportunity to take part in the labour process. This means that it is important that the organisation gives you a (set) place to work.
- You are doing work that matches the level of your education.
- You are doing work that either matches or complements the knowledge and skills you have gained during your studies.
- You are given the opportunity to learn: the organisation needs to give you the opportunity to contact your supervising lecturer, to reflect on the experience, and to write a report. This is part of the credit you receive at the end of the internship. Reserve roughly 10% a week of your time to do this: if your internship is set for 40 hours a week, you should spend roughly 4 hours reflecting and reporting. The internship organisation needs to be aware that an intern is not a full-time employee of the company, but is there to learn. You need to be given enough support and supervision from one of the employees (who preferably has an academic degree, especially when you are doing a research internship).
- For bachelor internships at level 3, a clear research assignment needs to be part of the internship.

## **7. FINDING AN INTERNSHIP**

### **Planning**

Where does an internship fit in your study programme? Start thinking about this early on, and discuss this with your study advisor. Do not plan your internship too tightly: it will not always be possible to do an internship exactly when you prefer.

You can do a full-time internship, but this is not required: often, an internship of three months stretches over a period of one block. If you do not want this to happen, you can do a part-time internship.

### **Orientation**

When you have decided to do an internship, you can start to orientate. To be able to find an internship that fits you, it is important to start about six months in advance (in case of an internship abroad: a year in advance). This orientation phase is also good preparation for your job search after graduation.

Tips for the orientation:

- Visit as many meetings about filling your optional course profile and career opportunities as possible. The faculty organises the annual Humanities CareerNight and monthly Your Perspective-events where you can listen and talk to alumni who have interesting careers. Different study programmes and student societies also organise events on the job market and internships. Some also offer coaching programmes, where you are matched with a former student and are able to gain some insight into what it's like to work in a certain field.
- Follow (social) media: you will come across all kinds of organisations and subjects that have to do with your studies. This will give you an idea of the size and diversity of your field. You can also ask your lecturers where you might find information on this.

- Talk to people in your own environment who have a job that you like or work for an interesting organisation.
- Think about the kind of organisation you would like to end up working for: what attracts you to an organisation and why? What would suit you in terms of hierarchy, atmosphere, meaningfulness, etc.? On [students.uu.nl/careerservices](https://students.uu.nl/careerservices) you can find free tests that may help you discover what you find important in your work and what kind of work would suit you. This may help you decide where to look for an internship.
- Search LinkedIn: look for people who have graduated from your programme and who have an interesting job. This way, you will be able to see what kinds of jobs and organisations may have your interest. Look at websites and social media of these organisations and see whether they offer internships.
- You can request a connection on LinkedIn with alumni who have an interesting job and ask whether they might want to have coffee with you to talk about their job and give you some advice. Not everyone will respond to these requests, but a conversation like this can be inspiring for both parties.
- Think about the type of work you would like to do: consider what organisation could offer you this, and what type of internship would be best suited to this. Ask yourself: how does an internship complement your studies compared to taking courses? Do you want to put the research skills you have acquired in your programme to use or would you like to do something new and different? Are there skills that you want to learn or do you want to practice the skills you've already got? What are your strengths, what experience do you have, what knowledge do you possess? Do you want to do an internship at a renowned or large organisation? Or do you think a start-up with fewer employees might teach you more?
- Try using your extracurricular/voluntary activities and personal interests as a starting point. Are there any themes or activities that interest you specifically and that you could develop even further?

### **Searching for a position: applying for an internship**

When you have an idea of what kind of internship you would like to do, you can start looking for a position. Finding your own internship can be a valuable experience. The process of searching can ask a lot of you: perseverance, imagination, self-presentation, etc. Make sure you start in time. Larger organisations will publish vacancies for internships three to four months in advance.

#### *Use your own network*

Check whether there are people in your own environment who have an interesting job or who work at an interesting organisation. Ask them for information and whether you might be able to contact people within their network. Use LinkedIn and other social media to help you do this. Make sure that searchable information on social media about you is correct and professional.

#### *Vacancies via bachelor programmes and the faculty*

The internship coordinators spread vacancies for internships via, for example, newsletters, LinkedIn and/or Facebook. It is useful to like the page of your programme

and join your programme's group on Facebook (if they have one). The faculty also has a vacancy page for internships <http://stage.wp.hum.uu.nl/>. This page shows all vacancies that are sent to the Humanities' Student Service Desk. Additionally, Career Services offers a vacancies page: [uu.jobteaser.com](http://uu.jobteaser.com). Student societies will also occasionally publish vacancies on Facebook or on their website.

### *Applying for an internship*

For most internship positions you will need to apply. Take this seriously: there is a chance you are one of many candidates, so make sure your letter and resume look professional. On the Career Services website (which you can find via your programme page on [students.uu.nl](http://students.uu.nl)) you can find short videos on how to write an application letter and a resume.

Have you found an organisation you like but you can't find a vacancy? Try to apply via an open application, unless it is explicitly stated that these will not be taken into consideration. Explain in your letter why you want to do an internship at this specific organisation, what you could do and would want to do during the internship. Include your resume in the application.

Before you contact an organisation, make sure you have all the required information on the organisation. The website, social media and Wikipedia page will give you a good overview. Keep your message short and clear. If you decide to contact them over the phone, make sure you prepare the conversation well. Call from a quiet environment, and make sure you are talking to the right person. Ask whether the person you are speaking to has got the time to talk to you, and if not, agree upon another moment to call again. It may be useful to send an email in advance of calling stating that you will be calling soon. This prevents you from overwhelming people. Always offer sending a letter and resume.

### *Suitability*

How do you decide whether or not an internship position is suitable?

Of course, the assignment needs to fulfil the general requirements as set by the university (described in §6). Additionally, the following things are important (when in doubt about these, ask an internship coordinator for advice):

- Are the working conditions good: is there a workplace for you, are there sufficient technical facilities?
- Is it a professional organisation? For example, is there at least one person who earns money working for this organisation, is the organisation registered with the Chamber of Commerce, is there a professional business space?
- Does the organisation offer enough support, both quantitative (will there be time to discuss the progress of your goals and to support you?) and qualitative (is there enough expertise in the support and guidance of interns)?
- Does the assignment relate to the Humanities (language, culture, philosophy, history, etc.)?
- Will you be able to work on an academic level (difficulty, level of independence)?

You cannot commit to an internship position before your supervising lecturer has approved the internship. Before you agree upon anything with the organisation, talk to the lecturer supervising you (see §9).



### **When you have found an internship**

As soon as you have found an internship, you need to do four things, in this order:

- Write an internship work plan (§8);
- Request a supervising lecturer via the internship coordinator (§9);
- Sign an internship agreement (§10);
- Hand in the internship agreement, internship work plan, and internship work plan form at the Student Service Desk. They will register this in Osiris (§11).

### **8. WRITING THE INTERNSHIP WORK PLAN**

Before you do an internship, you write down the content and goal of the internship in the internship work plan. It will often be clear during the first conversation with the organisation what your internship will entail. You will usually draw up the (draft) internship work plan based on this conversation, and send this to your internship coordinator.

You will then be paired up with a supervising lecturer (see §9), who will provide feedback on the internship work plan. Based on the feedback, you will write the final version. This needs to be approved by the internship supervisor and the supervising lecturer. All parties will give their written approval by signing the *internship work plan form*.

The specific guidelines for drawing up an internship work plan are on the programme-specific page on [students.uu.nl](http://students.uu.nl). The plan must contain the following information:

**1. Description of the internship position:** contact details student and supervisor, visiting address of the organisation, start- and finish date, profile of the organisation (structure, goals, position within the field, etc.), a description of the internship assignment (activities and tasks).

**2. Motivation and learning goals:** explain why you want to do an internship, why *this* internship and explain how this internship fits within your programme (the relation between the internship and the knowledge and skills gained within your programme/specialisation). If applicable: show what the relation is between the internship and your Bachelor's thesis.

In your plan, set a few learning goals. What do you hope to learn in terms of preparing yourself for the labour market, programme-specific skills or knowledge, and improving your general academic skills?

**3. Support and reporting:** write down the agreements with your internship supervisor and the supervising lecturer on: guidance and feedback at the place of your internship, guidance and feedback from your lecturer and the lecturer's visit to the organisation, the log (see §12), the date of handing in the report, and keep track of evidence of any independent work you have done during the internship (for example, an exhibition, website, brochure, presentation, etc.).

**4. Research internships:** a description of the research component.

Sometimes it may not be possible to determine the work you will be doing up front

because there are a lot of unknown factors involved. In that case, it is sufficient to give a global description. It is advised to write down any agreements carefully: this gives you the most clarity during the internship.

Your internship supervisor and the supervising lecturer approve of the work plan by signing the internship work plan form, which also needs to be signed by you. The completed and signed form and the internship work plan will be handed in simultaneously with the completed internship agreement (see below) at the Humanities Internship Desk (Student Service Desk).

## **9. GUIDANCE**

### **The internship supervisor**

The internship supervisor is the external supervisor at the organisation where you will be doing your internship. This person will be your day-to-day supervisor, and you will have a lot of contact with them during the internship. When you are doing an educational internship, the supervisor is the lecturer who is responsible for the course you will be working on. If you run into any problems during the internship, the internship supervisor is the first person you will turn to. Only when you cannot work out the problems with the internship supervisor and there is no other option within the organisation, you contact the lecturer who supervises the internship so that they can step in as a mediator. If this also does not work, you can contact your internship coordinator.

### **The supervising lecturer**

The supervising lecturer is a lecturer from your programme who approves the internship beforehand, and who grades the internship. The internship coordinator from your department or programme will connect you to a supervising lecturer. When you have found an internship position, you send an email and the first draft of your work plan (§8) to the internship coordinator. You do not have to look for a lecturer yourself. You can start your internship when there is a lecturer to supervise you and when the lecturer has approved your plan.

## **10. THE INTERNSHIP AGREEMENT**

The internship agreement is necessary for legal and financial reasons. It is a contract between the Faculty of Humanities, the internship organisation, and the student. The agreement provides all parties with the same information regarding the rules for the internship. This is done in order to prevent different interpretations of what was agreed upon. By making an agreement ahead of the internship you prevent that you, in case of a disagreement, need to start discussing the rules.

You can download a standard internship agreement on your programme page (students.uu.nl). When the internship organisation has their own internship agreement, you do not (also) need to use the agreement provided by the faculty. It is more important that there is a signed agreement, than what specific agreement is signed. You can use the agreement provided by the faculty as a checklist. If anything is unclear you can ask the internship coordinator for advice. If the faculty does not need to sign according to the agreement offered by the organisation where you are interning, there needs to be at least a coverage for the liability insurance (see §15) and a copy needs to

be handed in to the Internship Desk ([stage.gw@uu.nl](mailto:stage.gw@uu.nl)). They will take care of registration and archiving.

The internship agreement needs to be signed by three parties: the internship organisation, the student, and, on behalf of the university, an employee of the Student Desk. The agreement does **not** have to be signed by a **lecturer**. The lecturer **only** signs the internship work plan form, see §8).

N.B. Please be careful making verbal agreements: these are legally valid. Make sure to communicate transparently to an organisation if you are unsure of whether or not you will be taking an internship position or whether or not the internship has been approved by a lecturer. Do not make promises you cannot keep. If you need any advice, please contact the internship coordinator.

## **11. REGISTRATION IN OSIRIS**

The Student Desk will take care of the registration of the internship in Osiris. The registration is different and separate from regular registration periods and change-of-enrolment days. Make sure you handed in all the necessary paper work before you start your internship but if, for good reasons, this is not possible it should be done no later than two weeks after your internship has started or you will be at risk of not receiving credits.

The Student Desk will be able to register you for an internship if you have sent the following documents to [stage.gw@uu.nl](mailto:stage.gw@uu.nl) (always use your student number when corresponding):

- The internship agreement (signed by you and the organisation);
- The internship work plan form (signed by the supervising lecturer and the internship supervisor);
- An approved version of the internship work plan.

An employee of the Student Desk will sign the internship agreement on behalf of Utrecht University and distribute signed copies among the involved parties.

## **12. SUPPORT DURING THE INTERNSHIP**

During the internship you will mostly be supported by your internship supervisor. In case of an educational internship, the lecturer who coordinates the course you will be teaching is your supervisor. The internship supervisor will help you familiarise yourself with the organisation and is your first point of contact when you have any questions or problems. You will have less contact with your supervising lecturer. Before the internship starts you agree upon the manner in which you will be supervised and the frequency of meetings or contact moments (see §8).

During the internship you keep a log in which you, depending on your agreements with your supervising lecturer, note down daily or weekly notes, work reports, reports of meetings, etc. You also start reflecting on your learning process: are you gaining new skills? Are the goals that you set for yourself in the internship work plan still relevant, and why?

During the internship you send your updated log to your supervising lecturer via email. The lecturer provides feedback in order to help you with your learning process and your progress. The log is a way of helping you lay the foundations of the internship report (see §13).

In addition, the supervising lecturer contacts your internship supervisor at least one time. Preferably the lecturer visits the organisation once or talks to you and your supervisor together at least once (for example, for the final meeting). This can be done via video calls or over the phone.

If there are any problems, these should firstly be discussed with the internship supervisor. If this is not enough, you can contact your supervising lecturer. If there are any questions or problems you and/or the lecturer can also contact the internship coordinator.

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

Your internship is completed by writing an internship report. The lecturer will use this report to grade the internship. You are not required to send this report to the internship supervisor at the organisation where you have interned, although you might be asked to do so. If this happens, discuss this with your lecturer; you could leave out certain parts that you would rather not share with the organisation.

Start writing the report during your internship, so that you can still remember everything that happens and you do not end up delaying your studies. Use the log to gain insights into your own learning process. Think about the language in which you write the report, and discuss this with both your supervisors. The document needs to meet the formal requirements of an academic paper to be read and graded by the supervising lecturer.

The report is a review of the internship (what have I done, what have I learned, what do I want to learn next). Evidence of any tasks you did independently need to be included as attachments.

The length of the internship report (part 1 t/m 4) should be around 4000-5000 words.

The report consists of five parts:

#### **1. Title page that includes the following information**

- Name of the internship organisation, department, and supervisor;
- Address of the organisation (the location where you did your internship);
- Name of student, student number, degree programme;
- Name of supervising lecturer;
- Start- and finish date of internship;
- Amount of EC

#### **2. Introduction internship organisation and internship assignment**

- An introduction as to how you came to this internship (why did you want to do an internship, how did go about finding an internship, what did you expect in advance)
- Information about the organisation, a description of the organisation (goals,

structure, department, other things you have noticed in terms of hierarchy, atmosphere, work culture, work style)

- A summary and justification of the tasks and work you did.

### **3. Critical reflection on own performance and learning process**

An internship is a way of learning through experience. The lecturer judges this learning process through your reflection in the internship report. The internship report should show depth and analytical character. It is mainly important to reflect on the learning goals you formulated ahead of the internship: to what extent do you feel you achieved these goals, and to what extent did you have to adjust your goals during the internship? Discuss whether or not there is a relationship between what you have learned during the internship and the knowledge and skills you acquired during your regular courses. Additionally, think about the internship in terms of orientating yourself on the labour market: would you like to work in a similar position or company? What circumstances help you to perform the best, both as a colleague and an employee? What do you offer a potential employer in this field? Use examples to illustrate your reflection and learning process. Use the follow guidelines for the critical reflection:

#### *Guidelines for self-reflection*

Reflecting means taking a look at yourself in the mirror and considering what your style of learning and working is, what choices you make, what skills you use and how that feels. In the case of an internship, you reflect on what has happened and try to consider what this could mean for the future. A good reflective report is therefore both retrospective (what, where, how have I learned) and prospective (what are my goals for the next period). Analyse what brought you success and what did not. Make sure you do an in-depth analysis: do you understand what happened, and why you acted the way you did? This shows that you have insight into yourself. Support the analyses with examples and feedback you have received from your supervisors, colleagues, or lecturers.

### **4. Critical reflection of the organisation in relation to the programme**

Now that you have been working in an organisation for a few weeks or months and have seen the way things work in practice, it is important to consider the internship organisation with a critical, independent attitude. This could entail the entire organisation or the performance of a specific department. If possible and relevant, you should refer to literature, debates, and discussions that you have come across during in your study programme. If you do not think there is any literature available, you will need to explain why.

Consider the following questions and subjects:

- How does this organisation profile itself and does the organisation live up to this?
- How does the organisation relate to topical trends and themes within the field?  
Does the organisation take part in a public debate?
- How does this organisation deal with technical terms and concepts, why do they do that this way, what are strong and weak points of this approach?

### **5. Product(s) of independent work**

When you do a practical internship, this may be a brochure you have created, but the

product could also be a non-written product, such as an exhibition or a congress. In case of a non-written product, it is common to add documents/items that give an impression of the product, such as a newspaper article about an exhibition, an account of a meeting, correspondence, pictures, etc. When you do a level-3 internship, you also include a research report. When you do an educational internship, the product could also be a research report or, for example, a newly developed educational tool or an extensive educational evaluation. If there is no clear product of independent work, you will need to note down a few examples of the work you have done.

## **6. Mandatory attachments**

- Approved version of the Internship Work Plan
- The log of the entire internship
- A signed and completed feedback-form (*Formulier functioneren op de stagewerkplek*) from the internship supervisor. You can download this form in PDF-format on: [students.uu.nl](http://students.uu.nl)

## **Confidential information in the internship report**

Did you work with any confidential information during your internship? Keep in mind that the report will always be checked by at least your lecturer, employees from the Student Desk who archive the report, and in some cases by more people (exam committee, internship coordinator, a visitation committee). Make sure that you only include information in the report that can be seen by third parties and discuss this with the internship organisation.

## **Deadline for handing in the internship report**

You should digitally hand in the report within ten working days of completing the internship. Please hand in the report and all attachments in 1 PDF document. This way the entire report can be archived as a complete dossier. Mail it to [stage.gw@uu.nl](mailto:stage.gw@uu.nl) immediately after it's ready.

## **14. GRADING**

The final responsibility of grading the internship lies with the supervising lecturer. The lecturer will make a distinction between your performance during the internship and the final products (internship report and any products) you have handed in when grading.

### **Grading form**

On the website ([students.uu.nl](http://students.uu.nl)) you will be able to take a look at the grading form for lecturers. This gives you an insight into the assessment criteria that the report needs to meet. You can use this form as a checklist when writing the report.

### **Performance during the internship**

Judging your performance during the internship will be done after consultation with the internship supervisor. This final conversation preferably takes place in the form of a visitation or a video call, preferably with you (the intern) and the internship supervisor. By being present at this meeting, you will be able to use any insights you gain for your internship report.

A starting point for the conversation is the latest log and the form Feedback and grading form performance at the internship. During the meeting you (the intern, lecturer, and supervisor) will discuss your performance, guided by this form.

If the judgment by the internship supervisor is positive, it may be interesting to ask them to review you on LinkedIn or to write an letter of recommendation, which you will be able to use when applying to Master programmes or new jobs.

### **The final products**

The lecturer will judge the internship report based on a grading form. The lecturer fills out the form and provides feedback on every aspect (content, structure, language, etc.). You will be able to use this form as a checklist when writing the report: do you meet all the requirements on the form? When determining the final grade, the quality of the report and the final internship product are decisive. The internship supervisor's judgment (on your day-to-day performance) can influence the grade with a maximum of half a point either way, unless the internship is graded as being insufficient (see below).

In order to successfully complete the internship you need to pass every component (performance, internship/research report). If you fail the internship and/or research report (with at least a 4,0), you will be able to improve this aspect based on the feedback one time. If the final products have been graded with a passing grade, but your performance during the internship was not considered to be sufficient, the Director of Education will be contacted in order to find a solution. By keeping and handing in the log on time, you prevent the situation where you find out you were not performing well enough by the end of the internship. Both you and the internship supervisor should speak up when there are problems, so that a solution can be found (in consultation with the lecturer).

### **Deadline**

The lecturer should grade the internship within 10 work days of you handing in all documents, and should enter the grade into Osiris. The lecturer sends you the completed grading form via email as an explanation of the grade.

## **15. FINANCES AND INSURANCE**

### **Internship Compensation**

In most cases there will be a compensation or an internship (not in the form of a salary). Only in a few cases an intern will be on the payroll and receive a salary (and is therefore insured, see below).

When doing an internship at a cultural or non-profit organisation, it is possible to receive no compensation for the internship. These organisations often do not have a lot of money and interns are 'paid' by the work and learning experience they gain. It is still very reasonable to ask for compensation, or at the very least request that your expenses are paid. You can consider the compensation offered by the government as a guideline.

The faculty is never responsible for any expenses made during an internship.

### **Insurance**

Check with your organisation if you are automatically insured for medical expenses and

unemployment. If you do receive a form of payment, this usually means you are insured and therefore automatically pay insurance fees through taxes. As an intern you are always insured for occupational disability (WAO insurance).

The faculty is not responsible for any form of misdemeanour during an internship.

#### *Liability insurance Utrecht University*

In agreement with Dutch law (art. 7:661 lid 1 Burgerlijk Wetboek), the student-intern who damages the internship organisation or any third parties during the internship, is in principle not liable. The costs that these damages bring with them need to be paid by the organisation, unless there is clear intention or conscious recklessness on the part of the student-intern.

This can only be deviated from with a written agreement and only to the extent that the student-intern is insured for this (art. 7:661 lid 2 BW). In this case Utrecht University has got an additional clause in their liability insurance:

Utrecht University has insured all students of Utrecht University in their liability insurance, without any constraints in terms of faculty, during external internship activities, provided that the internship done under auspices and with the cooperation of the University.

## **16. INTERNSHIP ABROAD**

You could decide to do an internship abroad. For some degrees, such as foreign languages, this may be very advisable. If you decide to do an internship abroad, you will be more reliant on your own initiative and self-reliance. The same conditions apply for an internship abroad as for an internship in the Netherlands, but there are a few additional points. Keep these in mind when you are looking for an internship abroad. For more information, check the information on your programme's page ('Internship Abroad').

### **Procedure**

You need to pay attention to a few additional points for an internship abroad. The standard procedure is as follows:

1. You find a place where you want to intern.
2. You write the internship work plan, are linked to an supervising lecturer, your plan is approved by the lecturer and the internship supervisor.
3. You make sure to have an internship agreement.
4. You hand in your internship work plan, internship work plan form, and internship agreement at the Student Desk ([stage.gw@uu.nl](mailto:stage.gw@uu.nl)).
5. You register your stay abroad in Osiris. This can only be done after you have handed in all documents at the Student Desk. After this, it is possible to request a grant.

### **Registration in Osiris**

It is obligatory to register your stay abroad in Osiris. Via the button 'Stay Abroad' you can indicate the period in which you will be interning abroad. Do not forget to provide the address where you will be staying in case the faculty needs to contact you. You can submit the internship agreement when registering. The Student Desk will then approve



the internship.

### **Requesting an Erasmus grant**

If you do an internship within Europe, you might be eligible to request an Erasmus+ grant. You can start requesting the grant only after your registration in Osiris is approved by the Student Desk. To do so, fill out the Learning Agreement for internships that you will be able to find on the Erasmus website

(<https://students.uu.nl/en/academics/study-abroad/funding-grants/erasmus-grants>).

Send the completed document to the International Office ([internationaloffice.hum@uu.nl](mailto:internationaloffice.hum@uu.nl)) so that they can sign it. The document then needs to be signed by your internship supervisor abroad and by you. Upload this document on Osiris prior to the deadline (mentioned on the Erasmus website).

### **Support**

The support from your programme may be less intensive during the internship, for example because a visit is not possible. Most of the contact you will have with your internship lecturer will be via email or video calls. Therefore it is even more important to carefully make agreements on the content of the internship, length of the internship, and the supervision at the place of internship, and to formally note down these agreements in the internship work plan and the internship agreement. You can find an example of the internship agreement on the internship website.

### **Costs**

An internship abroad is generally more expensive than an internship in the Netherlands because of the additional costs in housing and travelling. Prepare yourself for this, also in terms of possible grants (<https://students.uu.nl/onderwijs/studeren-in-het-buitenland/financiering-beurzen>), pausing your student loans and public transport card, etc. Some organisations (such as Dutch Embassies) offer compensation for your stay. Click on 'Internship' on your programme website for more information. In some cases you will be able to request an Erasmus+ grant. To request a grant you need to start the application procedure in time, and you need to have a specific plan.

### **Student travel card reimbursement**

The cost of your student travel card (Studenten OV-chipkaart) can be reimbursed, because you will not be using the card while you are away. The travel cost reimbursement form (OV-vergoedingsformulier) can only be signed once you have been fully accepted by the host university. You can have it signed by your Exchange Coordinator or at the student desk of your faculty.

### **Visa and Work-permit**

You can only do an internship in countries outside the European Union if you have a visa or work-permit. For more information please check:

[www.wilweg.nl/hoger-onderwijs/stage](http://www.wilweg.nl/hoger-onderwijs/stage).

### **Opportunities for an internship**

Many countries have plenty of internship vacancies but the amount of vacancies that you can find via your programme and faculty might be limited. Finding an internship abroad

is therefore, even more so than when you are doing an internship in the Netherlands, dependant on your initiative and contacts. Start looking for an internship in time. For advice, please contact your programme's internship coordinator. You can also check this website for tips: [www.wilweg.nl/hoger-onderwijs/stage/stageplaats-vinden](http://www.wilweg.nl/hoger-onderwijs/stage/stageplaats-vinden).

### **Safety**

The faculty values the distribution of information on safety during an internship abroad. When in doubt, please contact the Humanities International Office:

<https://students.uu.nl/onderwijs/studeren-in-het-buitenland/facultaire-informatie/geesteswetenschappen>

### **17. FRAUD AND PLAGIARISM**

Integrity is the base of academia. Utrecht University takes every form of scientific dishonesty as a very serious offense. Utrecht University expects every student to know these norms and values on academic integrity and take them very seriously. The most important offenses in this context are fraud and plagiarism. Plagiarism means using other people's work without properly referencing the source, and is a form of fraud. When fraud or plagiarism is determined, the Board of Examiners can enforce sanctions. The worst penalty for fraud and plagiarism is for the Board of Examiners to request the Executive Board to remove the student from their programme.

You can find more information on the webpage of your own programme ('Practical Information').

### **18. CONTACT**

Before you have started your internship, you can contact the internship coordinator if you have any questions. When you have started the internship, you can contact your lecturer for any questions. For questions about registration and grade registration, please contact the Student Desk. Your programme's internship coordinator is available for other questions.

You can find the most recent contact details for the internship coordinators and the Student Desk on your programme's website.