Faculty of Humanities

Work plan for research internships in Bachelor’s programmes (level 3)

*These are guidelines for writing an internship work plan for research internships at level 3. These internships always contain a clear research component, with an individual end product. Your supervising lecturer determines prior to the internship whether it is a practical (level 2) or research internship.*

*In this plan, you write down the tasks you will perform, what you want to learn, and the agreements you made about this with your internship supervisor and the supervising lecturer.*

1. **The intern and the internship**

***Intern***

*Name student* Click or tap to enter text.

*Student number* Click or tap to enter text.

*Email address UU* Click or tap to enter text.

*Phone number* Click or tap to enter text.

*BA programme* Click or tap to enter text.

***Internship organisation***

*Name of internship organisation and (if applicable) department/section*

Click or tap to enter text.

*Visiting address internship organisation (your supervisor’s work location)*

Click or tap to enter text.

*Name internship supervisor*

Click or tap to enter text.

*Email address internship supervisor*

Click or tap to enter text.

*Phone number internship supervisor*

Click or tap to enter text.

***The internship***

*Name and email address supervising lecturer (once known)*

Click or tap to enter text.

*Starting date (approximately)*

Click or tap to enter a date.

*End date (approximately)*

Click or tap to enter a date.

*EC*

7.5 (210 hours/26 working days) 15 (420 hours/52 working days)

*Profile of the organisation or company: structure, working methods, objectives, position in the work field, any current developments, etc.*

Click or tap to enter text.

*Clear and extensive description of the research assignment and any other activities and tasks you will complete (see also point 4):*

Click or tap to enter text.

1. **Motivation and learning goals**

*After consulting with your external internship supervisor, write down what you hope to gain from your internship and what you want to learn from it. Besides the research component, also pay attention to the practical, executive tasks you have agreed upon with your internship organisation. This way, you, your teacher and the internship supervisor will have the same idea on the subject. Moreover, during your internship you can use what you have written down here to check every now and then whether the reality of your internship matches your expectations and goals, and if necessary bring this up with your internship supervisor and/or supervising lecturer.*

1. *Motivation:*   
   *Why this internship? Explain why you want to do an internship, why this particular internship and explain if and how the internship fits into your degree programme: how does your internship assignment (tasks and if applicable research) relate to the knowledge and skills you have acquired as part of your degree programme?*

Click or tap to enter text.

1. *Learning objectives:*   
   *What do you want to learn from this internship? Distinguish between different types of learning objectives and be as concrete as possible (e.g. by using the SMART criteria, see* [*Wikipedia*](https://en.wikipedia.org/wiki/SMART_criteria)*):*
2. *Careers orientation  
   What are your professional and personal ambitions? How will this internship help you realise them? What networks do you want to tap into or develop?*

Click or tap to enter text.

1. *Programme-specific skills and knowledge  
   Are there skills and knowledge you have acquired during your studies that you would like to further develop, expand and complement? Which ones, how and why?*

Click or tap to enter text.

1. *General academic and professional skills*

*Give specific examples of skills you would like to develop (further), like working in projects, networking, using professional language, etc.*

*For an overview of general academic skills, see Appendix I.*

Click or tap to enter text.

1. **Supervision and reporting**
   1. *Agreements with your internship supervisor about supervision and feedback at the internship organisation:*
2. *How often do you speak to each other (e.g. twice a week)*

Click or tap to enter text.

1. *When do you receive feedback (e.g. after the first two weeks and then mont**hly)*

Click or tap to enter text.

1. *Is there any sensitive or confidential information that should not be included in your internship report? If so, please explain and note down here the agreements you have made about this.*

Click or tap to enter text.

* 1. *Agreements with the supervising lecturer about (to be completed once you have spoken with the lecturer):*

1. *Supervision and feedback: how often and in what way will you keep in touch?*

Click or tap to enter text.

1. *An internship visit: will there be a visit to the internship organisation and if so, when (the supervisors can alternatively make an appointment to (video) call)*

Click or tap to enter text.

1. *Dealing with difficult situations: what do you do when faced with challenges such as conflicts or (personal) problems?*

Click or tap to enter text.

1. *The logbook: what information should be included and how often do you keep your lecturer informed on your progress; possible follow-up meetings*

Click or tap to enter text.

1. *The deadline, contents and appendices of the internship report*

Click or tap to enter text.

1. *The work you are going to deliver: besides your reflection as well the product or 'evidence' of* 
   1. *(independently) performed work and*
   2. *your research during your internship*

Click or tap to enter text.

1. **Draft research plan**
2. *Description of the research*

Click or tap to enter text.

1. *Main question and sub-questions*

Click or tap to enter text.

1. *Academic framework and methodology*

Click or tap to enter text.

1. *Relevance for academic and/or societal debate*

Click or tap to enter text.

1. *Preliminary reference list (if available)*

Click or tap to enter text.

1. *Agreements relating to the outcome of the research: may the research be distributed, presented, stored?*

Click or tap to enter text.

APPENDIX I: OVERVIEW OF ACADEMIC SKILLS

1. *Academic thinking skills*

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

1. *Academic research skills*The ability to analyse and critically review research reports; the ability to prepare and design your own research; the ability to make responsible use of academic tools; the ability to produce/collect, process, edit and analyse material/data; the ability to report on research, both verbally and in writing.
2. *Communication skills*   
   The ability to write various types of texts; oral presentation skills; debating and argumentation skills; conversational and other social interaction skills.
3. *Organisational skills*  
   Planning and organising activities; the ability to work as part of a team.
4. *Reflective skills*  
   The ability to frame information in a broader academic context; the ability to put exchanges of arguments into an academic/philosophical context; the ability to think and act in a way that is mindful of the socio-cultural context; the ability to act and work from an ethical perspective; the ability to reflect on your own functioning as an academic within the given working environment; the ability to reflect on the functioning of others; the ability to make choices and substantiate them.