

Internship Documents Overview: Guide for RMA Students in Comparative Literary Studies.  
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There are 4 central documents you need to write as part of the internship

1. Work Plan
2. Internship Agreement
3. Log Book
4. Internship Report

This information sheet provides program specific information that builds on the Faculty of Humanities Guidelines for Internships. The documents (such as the Internship Agreement) and information about where and how to submit them, can be found here:

<https://students.uu.nl/en/hum/personal-development/internships>

Please read this website *before* reading this document.

### 1. Work Plan

The Work Plan is the formal document that outlines the tasks you will undertake in the internship, articulates your learning objectives for the internship and briefly explains how those objectives relate to the tasks you intend to undertake. These two elements (tasks and objectives) are developed in relation to each other, and you are the author of the Work Plan. You prepare the work plan by a) negotiating and agreeing upon which tasks you will undertake in the internship with your daily supervisor, and b) negotiating and agreeing upon the learning objectives for the internship with your supervising lecturer. The work plan is a legally binding document that is referred to and cemented by the Internship Agreement and must be in place *before you begin the internship*. Any changes to the Work Plan must be discussed with the daily supervisor, and you should inform the supervising lecturer via your log book.

For a 7.5 EC internship, it is expected that a minimum of 2.5 EC (62 hours) will involve the application of research skills; for a 15 EC internship, it is expected that a minimum of 5 EC (140 hours) will involve the application of research skills. Your Work Plan must include learning objectives that make specific reference to the application of research skills and the expected outcomes and / or “deliverables” from this will generate. The precise nature and scope of the research component is agreed upon by the intern and the daily supervisor/supervising lecturer and that it needs to be described in the Work Plan.

Every internship in the RMA must include a research component. Broadly speaking, this can either mean applying your research skills within the tasks you undertake at the organization that is the internship provider, or by preparing a separate research task that you submit to the supervising lecturer as a stand alone “deliverable” that you do not share with the organization hosting your internship.

### 2. Internship Agreement

The Internship Agreement is a legally binding document between the University and the Internship Provider which stipulates the responsibilities and rights in relation to your

internship. You must have this document signed and lodged with the Humanities Study Centre *prior to your first day of the internship*.

### 3. Log Book

The log book has three functions:

- 1) It is an accurate **record of the hours** you worked during the internship: this includes actual hours spent undertaking tasks, as well as hours spent preparing for tasks, gaining requisite knowledge or skills (such as learning to use software). In total, these hours should come close to the total number agreed in the Internship Agreement and reflect the number of hours the EC loading of your internship stipulates (1 EC = 28 hours). Make sure your log book actually records the days and hours worked. (ie: Wednesday 24 May, 2pm to 5:30pm).
- 2) The log book is an accurate **record of the tasks** you undertook during the internship. These should match the Internship Workplan and where they deviate, the log book should record the discussion, consultation and decision-making process for the deviation. Keep in mind that deviation from the workplan is a common, and indeed, natural part of the internship process as workplaces are a dynamic environment. Part of what you are recording is your ability to adopt to a changing work environment.
- 3) The log book should be the basis for the self-reflective element of the Internship Report and you should keep notes (at the end of each day or end of each week) where you **record and reflect on your work in the internship as it happens**. If you keep an ongoing log book, the writing of the Internship Report is significantly easier, as you can write up your notes and observations into an overall narrative reflection on the internship experience.

You must negotiate submission deadlines for the log book with your supervising lecturer prior to beginning your internship.

### 4. Internship Report

The internship report is the primary document used to determine the grade you will receive for your internship. It is assessed using the criteria you can see in Appendix 1. Overall, the Internship Report should be presented as a *narrative reflection* that synthesises and expands on the material in your log book in terms of the *overall experience* of the Internship. Make sure to reflect on how you used your existing knowledge of literary studies and your skills as a researcher within the internship. The Internship Report needs to do the following:

1. The Internship Report requires that you develop a very important professional skill: the ability to narrate and reflect upon your own performance individually and within the team you are involved in in the internship. Make sure you describe the institutional or organizational context in which your internship took place. Provide adequate description of the context for the tasks you were undertaking (for whom, why etc.) and information about your place within the team (who you worked with, how much of your work was independent etc.)
2. Describe, reflect on and evaluate your performance of the tasks outlined in the work plan and whether or not the learning objectives for the internship were achieved by undertaking these tasks. It is expected that there will be some successes and challenges, that not everything may have gone to plan, and you are being assessed on

your ability to respond to change. Note and comment on any deviations from the Work Plan.

3. Present (as appendices, with commentary in the report itself) any “deliverables” produced during the internship that were agreed upon in the Work Plan or subsequently added: research reports (or research paper/essay), class plans, lecture material, annotated bibliographies, book reviews, or links to online deliverables such as websites, written or visual material produced, pod casts, materials for events organized, etc.