

Course manual research internship Media Studies

Research Internship New Media & Digital Culture / Film and Television Cultures (Block 4)

Through the Research Internship we ask you to actively engage with the professional field, and to learn to translate academic knowledge into everyday organisational, business, and policy issues. This internship is *compulsory*, as we think it is important you acquaint yourself with everyday practices within the field of New Media & Digital Culture (NMDC) / Film and Television Cultures (FTC) during your study. By having to report back on the productive translations from theory to practice, and vice versa, you learn how to ask the right questions in organisations, to critically examine concepts and assumptions, to creatively develop possible alternatives, to collaborate with others who have different expertise, and so on. It is a valuable skill – and a highly sought ability in the work field – to be able to critically reflect on present-day trends and discourses.

The goal of the Research Internship is:

- complementing your theoretical knowledge with hands-on practice within an organisation.
- learning how to communicate insights and findings (as well as the knowledge, justifications, and considerations underlying such insights) to an audience composed of specialists as well as non-specialists.
- understanding and being able to situate oneself in the contemporary work field of New Media & Digital Culture / Film and Television Cultures.
- learning to report on your own development as a professional in the work field of New Media and Digital Culture / Film and Television Cultures.
- realising one's own learning goals as formulated in the research internship proposal.

Entry requirements internship

To start the internship, the student has to have passed a minimum of 5 courses. Only in exceptional circumstances can exceptions be made by the master coordinators, and only when advised by the study advisor.

Your thesis supervisor will also act as your supervising lecturer for the research internship.

The research internship step by step:

Step 1: Finding an Internship position

The Research Internship will take place in block 4. It is however recommended to start looking for an internship position at the start of block 3. Students themselves are responsible for finding an internship and should look for an internship organisation suiting their personal interests as well as their level of education. Students should discuss potential internship positions with their supervising lecturer before signing contracts(!).

NMDC:

Good places to find internship positions are our Teams environment, the general [internship site](#) of the faculty, [Mediastages](#), and [VillaMedia](#). In addition, there are a large number of profit/not-for-profit new media organisations that regularly offer internship positions, like IMPAKT, SETUP, Waag Society, V2_, Mediamatic.

FTC:

To find an internship, the following websites can be consulted: [Mediastages](#), [VillaMedia](#), [Filmstages](#); festival sites such as: [IDFA](#), [IFFR](#), [NFF](#) (in Dutch), [InScience](#), [Cinekid](#); archives & museums such as [EYE](#) and [Beeld en Geluid](#).

More information on how to look for an internship, as well as good strategies to apply for positions (including writing a great resume) can be found [here](#).

Let your choice be guided by your work interests as well as your research interests, and bear in mind that an internship of 15 EC requires a time investment of ten weeks of full-time work, or 420 hours, which ideally includes the research component (see below). If you want to do an internship which is longer than this period or in any other way deviates from this norm, you will need permission from your supervising lecturer and master coordinator(s). As noted in the Faculty's Internship Regulations, an internship position on MA level must also meet the following requirements:

- The internship position must offer the opportunity to participate in the work process (a workspace on location at the organisation providing the internship is strongly recommended).
- The internship position must offer the opportunity to perform work at the level of the study programme.
- The internship position must offer the opportunity for the student to perform work related to the knowledge and/or skills acquired during his/her study.
- The internship provider must give the student the opportunity to reflect on the internship and to write an internship report (see below). This is an *integral* part of any internship.
- The internship must have a clear research component.

Please note: as a rule, the internship follows *after* writing the thesis. In exceptional cases, it might be possible to first do the research internship and then write the thesis. This needs to be discussed with and approved by both your individual supervisor and the MA coordinator(s) well in advance.

Step 2: Setting up the Research Internship

Before you start your internship, you should prepare and submit the following three documents:

- A personal *Internship Workplan* (= use/fill in document *Internship Work Plan Guidelines*)
- A signed *Internship Workplan Form*
- A signed *Internship Agreement*

All forms and associated guidelines can be downloaded on the NMDC Internship page [here](#) / the FTC Internship page [here](#).

NB: Part 4 of the personal internship workplan (= "draft research plan") can be added after starting the internship, to accommodate first practical experiences and impressions. I.e., the internship workplan can be updated up to one month after starting the internship by adding a short proposal for your internship research project. Please send the updated version to your supervising lecturer and your internship supervisor/provider (approval of both parties needed).

The internship documents should be signed and received by **all involved parties** (the student, the supervising lecturer, and the internship provider) before the internship starts. All signed documents should then be sent digitally to the **Student Information Desk Humanities**: studiepunt.gw@uu.nl. This too should be done **before the start of the internship**. After submitting the documents, you will be automatically registered for the research internship. As the Faculty's Internship Guidelines state, setting up the internship via the various signed documents is vital to record a number of legal and financial issues in writing. This ensures all parties concerned have agreed on the same information and internship rules, which prevents trouble in the event of disagreement. For more information concerning internship compensation and liability insurance, please see the Faculty's Internship Guidelines [here](#). / [here](#).

Please note: Once you have handed in the internship contract at the Student Desk you will be enrolled for the internship, this does not happen through Osiris!

Step 3: Carrying out the Research Internship

What you do during the research internship usually consists of two parts: practical duties and research activities. These can, of course, overlap. The practical duties consist of the work that the organisation

took you on for: editorial work, research, advice, etc. Usually this results in delivering a specific product (like a report or website) or pursuing a specific assignment (like organising an event or editorial duties). Concurrently with these duties, you carry out a *New Media & Digital Culture / Film and Television Cultures related research project* that is logically embedded in your specific work environment.

In our experience, there are roughly three types of internships when it comes to the relationship between practical duties and research:

- The first is what we call *applied research*. Here, a workplace wants the student to do research as requested by the organisation, and it is up to the student to ensure that the research is framed or enriched by their theoretical knowledge, critical thinking and proper methodological considerations. This usually means students conduct research for part of the week (at minimum one day a week), with more practical duties the rest of the week.
- The second type is what we call *autonomous research*. Here, a workplace wants the student to provide an independent piece of research related to an issue the organisation has to deal with, as formulated for or together with the student. In this case practical duties and research activities will overlap one-for-one; that is, your internship asks you to conduct academic research for them.
- The third type is what can be called *production work*. In this case, a workplace mostly employs a student for practical day to day work. Please note that this internship should still aim for work performed at the level of the study programme. Please be aware that this type of internship can be more difficult if the internship position does not ask for a research component: you will have to come up with a suitable and relevant, practice-oriented research project yourself and ask your internship provider to give you the time to carry out the research (at least 0,5 day per week) as well as access to relevant information (in the form of interviews, data, documents etc.).

In any case, make sure that both the practical duties and research activities (questions and approaches) are described and discussed in your internship work plan to ensure the internship meets the formal requirements. Your internship supervisor and supervising lecturer must approve this plan before you can start with the research component. When possible or desired, your supervising lecturer can also visit you at your workplace at the start or at the end of your internship to discuss the setup or the evaluation of your internship with you and your supervisor.

Return to university-meeting

All students are asked to join a plenary meeting in block 4, organised by the MA program. The meeting will be held in June (date/location will be communicated via email). During the meeting, it is possible to discuss your internship experiences and questions about your research project or other aspects with your classmates and the MA coordinator(s).

Step 4: Writing the Research Report

Your research internship report consists of two parts: the internship research and a personal internship assessment. In terms of size, you should think of around 5500-7500 words, with the internship report being between 2000 to 2500 words in size, and the internship research being 3500-5000 words (excluding footnotes, bibliography, and attachments). It should be clear that no two internship research reports are alike as internship research projects are by nature far more diverse in terms of form and content than a paper or thesis. The final form of your report will be the result of choices you make in consultation with your supervising lecturer (see step 3). Your supervising lecturer can also discuss the progress of the report with you and your internship supervisor, in most cases near the end of the internship.

The internship research:

While both form and content of the internship research can differ between students, the internship research will be assessed according to the criteria specified in the Faculty of Humanities *Master's Internship Assessment Form* and *Appendix to the Assessment Form Media Studies* (see [here](#) (NMDC) /

[here](#) (FTC)) and therefore needs to contain the elements mentioned in the *Appendix to the Assessment Form Media Studies* under "Programme Specific Criteria: Research Component".

The personal internship assessment:

In the report, you reflect on your experiences during the internship (ie. what went well, what did not?), your own professional and academic learning goals as defined in the work plan document (ie. did the internship meet your personal expectations and goals?), as well as the relationship between theory and practise you encountered (ie. how did the internship fit within our MA programme?). What should always be clear is how the research component fits with your internship, and which learning goals were directly or indirectly connected to the research. Evaluative attention to the practical duties – including, where applicable, (a summary of) the products delivered – should also be part of the report. You can add any deliverables or other documents highlighting your internship activities as attachments, both practical as well as research related. It is strongly recommended to keep a diary or logbook during the internship to keep track of your experiences and learning goals. You can use this diary or logbook as a starting point to write the internship report. The personal internship assessment/reflection will be assessed the internship research will be assessed according to the criteria specified in the Faculty of Humanities *Master's Internship Assessment Form* and *Appendix to the Assessment Form Media Studies* (see [here](#) (NMDC) / [here](#) (FTC)).

The combined internship report:

In many cases, the research and personal assessment are two separate texts (either as two documents or combined as one). If it makes sense, it is possible to integrate the internship research and the personal internship assessment into one coherent text.

Step 5: Wrapping up the Research Internship

At the end of your internship you will need to hand in the internship report as well as the evaluation by your internship supervisor. Both are handed in at the end of block 4 or on a moment agreed upon with your supervising lecturer. The assessment form for your internship supervisor at the workplace can be downloaded from the MA internship page [here](#) (NMDC) / [here](#) (FTC).

The Research Internship will be evaluated based on three aspects:

1. The quality of the research component of the report
2. The quality of the reflective part of the report/the personal assessment
3. The quality of functioning at the workplace as assessed by the internship supervisor

Once you have handed in the final version of the Internship Report on Blackboard and by emailing it to your supervising lecturer, they have 10 working days to evaluate the report - using the assessment form, as mentioned above - and inform you of the final assessment.

To pass the course, the student needs to receive a *pass* for both the reflective part of the report and the research component. That means that the component "Program Specific Criteria: Research Component" needs to be assessed *satisfactory* or *good* and that out of the five remaining components a maximum of one may be assessed *unsatisfactory* to receive a passing assessment. The assessment of the internship supervisor determines the assessment of the component "Evidence of Tasks and Achievements/Results".

In the case of a fail, the student is allowed to revise the internship report based on the supervisor's feedback. A new version needs to be submitted within 10 working days.

Fraud and plagiarism

For information on fraud and plagiarism, see:

<https://students.uu.nl/en/practical-information/policies-and-procedures/fraud-and-plagiarism>. Note that the use of ChatGPT (or similar) for graded assignments is considered fraud!