

# Step-by-step plan internship | complete each step before you go any further

for Bachelor's internships Humanities

**1** Search for an internship > Check the website > Contact your internship coordinator > Write an internship work plan when you have found an internship



**2** Register your internship in Osiris Case and upload your internship work plan

**4** Discuss your internship work plan with your supervising lecturer and internship supervisor



**3** The internship coordinator connects you to your supervising lecturer, with whom you make an appointment

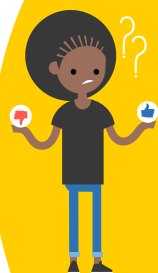


**5** Upload your final internship work plan and signed internship agreement

**6** Your supervising lecturer and internship supervisor approve your final internship work plan (incl. EC and level)



**8** Your internship starts now 😊 Upload your logbooks so that your supervising lecturer can give feedback on them

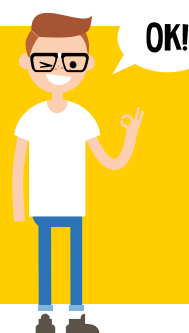


**7** The Internship Office will check and sign the internship agreement and register you for the internship in Osiris









**9** Get feedback from your internship supervisor and write and upload your internship report

**10** Your internship will be assessed by your supervising lecturer



## Legend

-  This step has to be done in Osiris Case
-  Internship abroad? Start on time and register your stay in the Stay Abroad tab in Osiris (between steps 6 and 7)
-  Tip: Ask your internship supervisor for a testimonial or reference (for LinkedIn) after you finish the internship
-  Step before your internship (steps 1 to 7)
-  Step during your internship (step 8)
-  Step after your internship (steps 9 to 10)

- Supervising lecturer = supervising teacher of your programme
- Internship supervisor = supervisor at the organisation
- [Internship office](#) = contact person for registration, Osiris Case, and results in Osiris
- [Internship coordinator](#) = contact person for other internship questions