

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

for Bachelor 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 links you to your supervising lecturer and your supervising lecturer approves the level and number of ECs

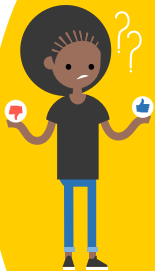


5 Upload your final internship work plan and signed internship agreement

6 Your supervising lecturer and internship supervisor approve your final internship work plan



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 arrange in Osiris Stay Abroad
- Tip: ask your internship supervisor for a testimonial/reference
- Step before your internship (steps 1 to 7)
- Step during your internship (step 8)
- Step after your internship (step 9 to 10)

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