



Utrecht University

Faculty of Humanities

Bachelor's internships

A manual for students of the
Humanities Bachelor's programmes

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Contents

Introduction	1
Practical information internship	1
What is an internship?	1
Purpose of the internship	1
Types of internships	2
<i>Professional practice internships</i>	2
<i>Research internships</i>	2
How the internship fits into your degree programme	2
<i>Full-time or part-time?</i>	3
<i>Humanities in Practice (Internship minor)</i>	3
Internship duration and EC	3
Supervision	3
<i>Internship coordinator</i>	3
<i>Supervising lecturer</i>	4
<i>Internship supervisor</i>	4
<i>Humanities Internship Office</i>	4
Internships abroad	4
<i>Erasmus+ Scholarship and other scholarships</i>	5
Internships in the Netherlands	5
Overview internship forms	5
<i>Before you start your internship</i>	5
<i>After completing your internship</i>	6
<i>Other</i>	6
Before you start your internship: what do you need to arrange? (Step 1 – 7)	9
Step 1: finding an internship	9
<i>Orientation</i>	9
<i>Tips for the orientation stage</i>	9
<i>The actual search and applying for an internship</i>	10
<i>I found an internship! What happens next?</i>	11
<i>Suitability</i>	12
Step 2 – 5: once you have found an internship	13
<i>Writing your internship work plan</i>	14
Step 6 and 7: approval internship work plan, upload internship agreement and enrolment in Osiris	15
<i>Registration</i>	15
<i>Internship agreement</i>	15
During your internship (Step 8)	17
Step 8: the internship log	17
<i>Frequency and contents log</i>	17
<i>Contact between internship lecturer and supervisor</i>	17
<i>Professional attitude and unsafe working environment</i>	17
<i>Extending your internship period</i>	18
After your internship (Step 9 and 10)	19
Step 9: writing the internship report and ask for feedback	19
<i>Feedback internship supervisor</i>	19
<i>Internship report</i>	19
<i>Internship report guidelines</i>	20

<i>Components internship report</i>	20
<i>Components research report</i>	22
<i>Internship report submission deadline</i>	22
Step 10: assessment of the internship	23
<i>Your performance during the internship</i>	23
<i>The lecturer's evaluation</i>	23
<i>Deadline grade registration</i>	24
Finance and insurance	24
Internship allowance	24
Insurance policies	24
<i>Utrecht University & third-party liability insurance</i>	24
Fraud and plagiarism	25
Questions: whom should you contact?	26

Introduction

- This manual contains general information for Bachelor's students of the Faculty of Humanities who will be doing an internship as part of their degree programme.
- The information on your degree programme's website is a summary of the information provided in this manual (via students.uu.nl/en > Choose your programme > Curriculum > Internships).
- Please read this manual and the information on the website carefully in preparation of finding an internship.

Practical information internship

What is an internship?

An internship is a period during which you gain work experience as part of your degree that matches the level and content of your degree programme. You will be carrying out work at a company or at an organisation and will be supervised by an employee of the organisation offering the internship (the external **internship supervisor**). The work will often result in a specific product, such as an exhibition, a translation, a broadcast, communication products or a research or policy report. In addition you will be supervised by a lecturer of the faculty (the **supervising lecturer**). The guidance of the supervising lecturer focuses more on your learning process and making sure the internship fits the requirements of your programme.

Once you have graduated, you will no longer be able to do an internship under the responsibility of the university. If you do choose to do an internship after graduation, please be aware that the university has no role and the rules in this manual do not apply to these types of constructions.

Purpose of the internship

Before you start your internship, you will reflect on what you would like to learn during the internship. It is essential that you clearly identify and formulate your learning objectives, and how you intend to achieve them. The main aim is your learning process: developing skills and gaining insights. The internship serves as a bridge between your current life, as a student, and your life after graduation. You will be given the opportunity to become acquainted with the world outside of your study programme, to show initiative, and to try out what suits you. This requires being independent and proactive.

After you have completed your internship, you will:

- Be familiar with the work carried out in the field you have chosen.

- Have insights into the organisational structure, communication, tasks, the lines of communication, organisational culture and the atmosphere within an organisation.
- Be familiar with the distinctive business processes and jargon of the internship organisation.
- Have learned the value of the theoretical foundation you gained during your studies and how to apply it.
- Have gained a better understanding of your own talent, abilities and ambitions, allowing you to position yourself more assertively and take a more targeted approach to finding a suitable job.
- Have a larger network with contacts who can contribute to helping you find a suitable job.
- In some research internships: experience with performing research in a context of professional practice, and with reporting research results to the audience of that practice. You know how to balance scientific requirements and the practical feasibilities within a company or organisation.

Types of internships

Professional practice internships

Professional practice internships are level 2 internships. These types of internships offer an introduction to the work carried out in one of the sectors of the job market where humanities graduates may be employed, and to participation in the world employment at an organisation.

Research internships

Research internships are level 3 internships. In addition to the specific operational tasks associated with an internship, research internships also comprise a clear research component. The research will be conducted on behalf of the host organisation and will result in an individual final product, such as a survey, or an advisory or research report.

How the internship fits into your degree programme

In order to be able to do an internship you must be enrolled at the university – as is the case if you wish to follow other courses. Bachelor's internships can be planned from the second year onwards (if you have obtained at least 60 EC), but are preferably done in the third academic year. For any advice on how to fit your internship into your programme best, please contact your study advisor and/or the internship coordinator of your programme. Be sure to consider in advance when you have room for an internship in your study programme.

Full-time or part-time?

You can do a full-time internship, but that is not mandatory. In a full-time internship you spend (almost) every weekday working on your internship (36 hours per week or more). It can be difficult to combine the internship with a job or other courses. If you prefer not to do this, a part-time internship may offer a solution, for example by doing an internship for three days a week while also taking a course or writing your thesis.

Humanities in Practice (Internship minor)

If you want to get more out of your internship, sign up for the Humanities in Practice internship minor. You will then take courses that will prepare you for an internship or that will complement your internship. More information can be found on the [page of the internship minor on the student website](#).

Internship duration and EC

The number of EC you can get for your internship depends on its duration. You can do an internship for

- 7.5 EC: these internships roughly last 210 hours or 26 working days of eight hours a day.
- Or 15 EC: these internships roughly last 420 hours or 52 working days of eight hours a day (which is about 10.5 weeks full-time, or one block). It is possible to do an internship that lasts longer, if this fits your planning. However, you can only receive a maximum of 15 EC.

In consultation with the internship organisation you will determine when and how long your internship will be and whether it will be a full-time or part-time internship.

Supervision

Internship coordinator

The **internship coordinator** will be your first person to contact if you intend to do an internship. You can contact the internship coordinator with any questions about internships you may have. Once you have found an internship, you should create a Case in Osiris Student (under *My Cases*). The internship coordinator will check your application and will assign you a lecturer, who will supervise your internship: the supervising lecturer.

Supervising lecturer

The **supervising lecturer** is a lecturer from your programme who approves the internship in advance, and who evaluates it afterwards. Before the internship starts, you will make agreements regarding the manner and frequency of supervision. You include these agreements in your internship work plan.

During the internship, you will not have a lot of contact with your supervising lecturer: you will be guided mainly by the external internship supervisor.

Internship supervisor

The **internship supervisor** is the external supervisor at the organisation where the internship takes place. This is your day-to-day supervisor, who will get you started and is your first point of contact.

Should you encounter any problems during your internship: please approach your internship supervisor first. Only if you are unable to resolve the situation together and if no other solution can be found within the host organisation, should you contact your supervising lecturer who will be able to act as mediator. If you are similarly unable to resolve matters with your lecturer, then please contact the internship coordinator of your programme.

Humanities Internship Office

Your registration in Osiris will be arranged by the Internship Office of the Humanities Student Desk. You will find more information under step 7 (see the step-by-step plan). Unlike regular courses, you will not be able to handle registration yourself. Nor do you need to register during the regular registration periods or change period (of registration).

Internships abroad

An internship abroad is very much recommended, especially if you are in one of the modern language programmes. If you have found an internship abroad, you will have to take **two additional mandatory steps** to arrange your registration in Osiris, on top of those for the standard internship:

1. When registering your internship in Osiris Case (Step 2 of the step-by-step plan) you indicate that you will do an internship abroad.
2. As soon as your internship lecturer and your internship supervisor have approved your internship work plan (step 6), you register your internship under the tab "Abroad" in Osiris. As proof of approval from your programme (requested under 'additional information'), you upload a screenshot of the approval of your internship work plan in Osiris Case.

Please note that this registration is necessary so that the International Office can contact you in the case of a change of situation (travel advisory, calamities, etc.) in your country of destination.

In addition, there are some important things to take into account when it comes to an internship abroad. The travel advisory of your country of destination can affect whether or not you are allowed to go. Furthermore, for some countries you need to have a visa or working permit, and it can take up to a few months to arrange this.

Current information on this can be found at your study page of students.uu.nl

Erasmus+ Scholarship and other scholarships

Are you doing an internship in Europe and are you eligible for an Erasmus+ Scholarship? In that case, the data you have registered at step 2 (see the step-by-step plan) are the basis of your scholarship application. You will receive confirmation when the submitted information is in order. The last step in the application procedure is to have your Learning Agreement filled in and signed (the part under 'sending institution') by the International Office of Humanities. They will process your scholarship application.

More information on the Erasmus+ Scholarship for internships can be found on [the Erasmus page on students.uu.nl](https://students.uu.nl).

You may also be eligible for other scholarships that make it financially easier to do an internship abroad. The [Beursopener](#) contains a list with available scholarships.

Internships in the Netherlands

Please keep in mind that most organisations in the Netherlands use Dutch as their working language. That means that the options for non-Dutch speakers in the Netherlands are limited. However, there are some options and we are continuously expanding our knowledge of organisations where Dutch is not required, or sometimes with only passive knowledge (reading and listening). Therefore, if you do not speak Dutch but would like to do an internship in The Netherlands, contact your internship coordinator for tips and inspiration.

Overview internship forms

The forms and documents regarding approval, feedback and grading are digitalised in Osiris Case. The internship work plane and the internship agreement are separate documents that you have to upload. You can find and download these forms and documents on the internship page of your programme, on students.uu.nl/en > Choose your programme > Curriculum > Internships.

Before you start your internship

- Internship work plan – professional practice internship (level 2) (form)

- Internship work plan – research internship (level 3) (form)
- Standard UU internship agreement

After completing your internship

- Assessment form – professional practice internship (level 2)
- Assessment form – research internship (level 3)
- Feedback form internship supervisor (about your performance in the workplace)

Other

- Form extension internship agreement

Step-by-step plan: overview of the internship process

In the infographic below you will find the step-by-step plan for the Bachelor's internship. Each step will be explained in this manual. The infographic also indicates who plays a role at which step in the process, which document you need and if steps take place in Osiris Case or outside of Osiris Case. You complete every step before you take the next one. Read this steps carefully before you start looking for an internship.



Before you start your internship: what do you need to arrange? (Step 1 – 7)

Step 1: finding an internship



Orientation

Once you know that you want to do an internship, you can start exploring. How much time it takes to find an internship is hard to say as it varies from person to person and situation. To find an internship that really suits you, in many cases it is necessary to start your orientation about six months in advance. This is also an excellent preparation for looking for a job after graduation. If you want to do an internship abroad, you often need about a year because for many countries you also need to arrange accommodation, a visa and work permit.

Did you find an internship last-minute? Please contact your internship coordinator to explore your possibilities to get EC for this internship.

Tips for the orientation stage

- Attend as many informative **meetings** as possible on how to fill your optional course profile or on career opportunities:
 - Often (the internship coordinator of) your own programme organises an internship information session, sometimes together with the study association.
 - The study advisors and/or the internship coordinator often organise a meeting on the different options for your optional course profile (this can be a minor, internship, studying abroad or electives; have a look at the website of your programme at students.uu.nl/en).
 - In semester 2 the annual [Humanities Careers Night](#) (CarrièreNacht GW) is organised, where you will be able to listen and speak to alumni with interesting careers. Furthermore, you can monthly visit the [Your Perspective' sessions](#) and listen to its podcasts.
- More and more programmes have a **flyer careers orientation**: here you will find

many useful tips for your internship orientation, but also for your future job (students.uu.nl/en > Choose your programme > Student Life > Career orientation).

- Follow the **news**: you will be sure to see all sorts of organisations and topics on the news that are related to your degree. This might give you an idea of the size and diversity of your field. If necessary, ask lecturers which channels would be useful.
- Talk to people in your **own surroundings** who have a fulfilling job or work at an interesting organisation.
- Think about what **type of organisation** you would like to end up at: what attracts you to that organisation and why? What suits you in terms of organisational culture (e.g. hierarchy, mission and vision statements), atmosphere, impact, etc.? On the webpage of [Career Services](#) you can find free tests that can help you discover what matters to you in your work and what kind of work would suit you. This might help you pick an internship organisation.
- Find alumni (graduates of your programme) with interesting jobs on **LinkedIn**. Or join the alumni group on LinkedIn. The internship coordinator can help you join the group. This will allow you to discover all sorts of jobs and companies that may be of interest to you. Visit the websites and social media channels of those companies and find out whether they have internship vacancies (or if they accept open applications).
- Furthermore, you can send **alumni** with interesting jobs a connection request and include an inquiry regarding their job and your interest in getting some tips. Not everyone will accept this kind of request or invitation, however the conversation may be inspiring to both parties.
- Think about the **type of work** you would like to do and which internship organisation does this kind of work. Ask yourself the following questions: what can an internship add compared to taking courses? Do you want to put your research skills into practice or do you want to do something completely different? Are there competences you want to (further) develop? What are your strengths, what do you already have experience with, what knowledge do you have? Would you like to do an internship in a renowned or large company? Or does a small start-up seem more informative? What do you want to make, see and experience during your internship?
- It may also be useful to try to **find links** to any activities you (used to) do outside of university and to your personal interests: are there any topics or activities that you are particularly interested in or any areas you would like to further develop?

The actual search and applying for an internship

Once you have an idea of what type of internship you would like to do, you will be able to fine-tune your search. The process of finding an internship yourself is a valuable experience. The search process can be very demanding on a personal level: it will require

perseverance, imagination, presentation, etc. We recommend that you start the process of searching for an internship well before the desired start date. Many large organisations that work with interns will publish their internship vacancies three or four months in advance.

Tip 1: use your own network

Check if there are any people in your immediate social environment who have interesting jobs or work at an interesting organisation. Ask them for information and, if possible, whether you would be able to introduce you to people within their network – make sure to use LinkedIn and other social media. In any case, you should ensure that any information that can be found about you, e.g. on social media, is correct and looks professional.

You can post a message on LinkedIn yourself and let your network know that you are looking for an internship. If you clearly specify what you are looking for and what your internship should meet, people in your network can respond to it.

Tip 2: vacancies via your programme and the Faculty of Humanities

Besides the general online vacancy websites for internships, you can also find internships via the study programmes, for example on Blackboard, LinkedIn, Facebook or newsletters. If you do not know which channels your programme uses, you can ask your internship coordinator. The Faculty of Humanities also has an [internship database](#) where you can find all internship vacancies that are sent to the Internship Office of the Humanities Student Desk. The ([internship](#)) [vacancy site](#) for the whole university may also show relevant positions and sometimes study associations also post internship vacancies on their Facebook or on their website.

I found an internship! What happens next?

Just like for any job, for most internship positions you will have to apply. Take this opportunity seriously: in all likelihood, you will be one of many applicants, so make sure that your cover letter and CV look good (please read the free [Career Services tips](#)).

If you have found an organisation that you want to do an internship at, but were unable to find any vacancies, then send the organisation an open application – unless the company specifically states that open applications will not be considered. In your cover letter, explain why you want to do an internship at that organisation as well as what role you could have and what you would want to take on. Include your CV as well. It is also advisable to call the organisation first, so you can find out to whom you should address your email and if there might be any internship possibilities at all.

Make sure that you have all the necessary information about the organisation before you get in touch with them. A company's website, social media channels and Wikipedia page will often provide an accurate picture. Keep your message concise and to the point. Do you want to get in touch by phone? Then send an email a few days earlier to announce your call. Prepare your conversation well and make sure you call from a quiet place. You

can download a brochure for interested companies on the [Sharing Knowledge page](#).

Suitability

The choice of an internship placement is free - within the restrictions mentioned below. Please note that you will not be able to make any definitive commitments to a host organisation until your supervising lecturer has approved the internship. For that reason, you should always consult with the lecturer – and if a lecturer has not been assigned to you yet, your internship coordinator - before making any agreements with the internship organisation.

What do you need to pay attention to when determining the suitability of the internship? Naturally, the assignment should, first and foremost, meet the general requirements of the university.

General requirements of the University

- You should have the opportunity to take part in the daily operations of the organisation.
- You mainly do work that matches the level of your degree programme. You should be able to do work that matches or supplements the knowledge and/or skills that you have acquired during your studies. Your supervising lecturer has to approve the internship (assignment) before you make any agreements (oral or written).
- You should be given the opportunity to actively learn from your internship:
 - this means that the host organisation must give you the opportunity to be in contact with the supervising lecturer, as well as reflect on the internship experience and draft a report of the internship period during working hours. This counts towards the credits that you are awarded at the end of your internship. You can spend a maximum of 10% of your time each week to do so: during an internship of 40 hours a week, you will spend a maximum of 4 hours a week on reflection and writing your report.
 - As an intern your main goal is to learn and, as such, you cannot be employed or have the same responsibilities as a full employee. This also means that you should be given adequate supervision of good quality from one of the employees (preferably at an academic level, especially in the case of a research internship).
- Any level 3 Bachelor's internship should also include a clear research assignment as part of the internship. When in doubt, consult the internship coordinator.
- If your internship takes place partly or entirely on location (and therefore not solely from home), it is important that you are given a workspace: in most cases, a desk.

On top of that, the following issues should also be considered:

- Are the working conditions adequate: would you have a workspace, would you have access to relevant resources, would the technological facilities be adequate?
- Is the company a professional organisation? For example, are there employees that receive a wage for their work at the organisation, is the company registered with the Chamber of Commerce, does the organisation have professional premises?
- Will there be enough supervision, both in quantitative terms (e.g. will the organisation take the time to discuss and support the progress of your learning objectives) and qualitative terms (does the organisation have sufficient expertise regarding supervision of interns)?
- Is the assignment related to the Humanities (language, culture, philosophy, history, etc.)?
- Will you be given the opportunity to carry out work at an academic level (intellectual ability, level of independence)?

Step 2 – 5: once you have found an internship

Once you have found an internship, you need to arrange a number of things in the order below. Each step must be completed before you can move on to the next.



- Draw up a first draft of an internship work plan (see instructions later in this guideline).
- Register your internship in Osiris Case. Create a Case in [Osiris Student](#) via Cases > My Cases > Start a new case (Click the plus sign) > select: 'Faculty of Humanities: Internship procedures for Bachelor's students'.

Fill out the application form and upload your draft internship work plan. The internship coordinator will be sent an automatic notification, provides feedback if necessary and if necessary, you will be asked to made some changes. As soon as the concept version of your internship work plan is completed, the internship coordinator will assign you to a supervising lecturer. You will then receive an email and you will be able to see in Osiris Case who your supervising lecturer is.

Please note: if you are going to do an internship abroad, you must indicate this in Osiris Case when registering the internship (step 2). You must also register your internship abroad in Osiris via the 'Stay Abroad' tab. You can only do this once you have received approval for your internship (see step 6).

- Discuss the internship work plan with your supervising lecturer and the supervisor at the internship organisation and write a final work plan.
- Have your internship supervisor sign the internship agreement. You sign it as well. You upload the signed internship agreement and the final internship work plan in Osiris Case. Read more about the internship agreement below.

Important: Keep in mind that a lot of people (supervising lecturer and behind the scenes) are working on your internship registration before you are officially registered. In general, steps 1 through 7 take an average of 6 weeks.

Writing your internship work plan

Ahead of the actual start of your internship, you will outline the content and your learning goals of the internship in an internship work plan. Often you will already have a clear idea what the internship will entail after your initial interview with the host organisation. In addition, it is important that you describe what you want to learn during the internship. Your preliminary plan should be drafted based on that first interview. When writing your internship work plan, always use the form on the internship page of your study programme, at students.uu.nl/en > Choose your study programme > Curriculum > Internships.

Sometimes it is not possible to describe your work in detail beforehand, because many things are not yet known. In that case, a general description will suffice. Do write down the agreements in as much detail as possible: this is the best way to keep track of them during the internship.

The internship work plan should be added to the registration of your internship in Osiris (*My Cases*), see Step 2-5 in the step-by-step plan. The internship coordinator will then assign you a supervising lecturer, who will give you feedback on your internship work plan: you will be writing your final plan based on that feedback. The final plan will have to be approved by the internship supervisor and supervising lecturer. Only after they have given their approval, will you be able to start your internship. Each of these parties will issue their approval in your Osiris Case (step 6).

Tip: The more specific you formulate your learning objectives in advance in your internship work plan, the more support you have during your internship and the easier it becomes to reflect on how you have worked on these objectives in the final product of your internship: the internship report.

Step 6 and 7: approval internship work plan, upload internship agreement and enrolment in Osiris

After you have uploaded your final internship work plan and the signed internship agreement in Osiris Case, your supervising lecturer and your internship supervisor will approve your internship work plan. This also takes place via Osiris Case. Your lecturer will also register the amount of EC and the level. Once they have done so, you will receive an email and you will be able to see in Osiris Case that the internship work plan has been approved. If you are doing an internship abroad, you can indicate this in Osiris, under the tab 'Abroad'. A print screen of the approval in Osiris Case counts as proof.



Registration

Lastly, the Internship Office will check and sign the internship agreement and register you for the internship course in Osiris (you cannot do this yourself, as is the case with other courses). The signed internship agreement will also be placed in Osiris Case. Both you and the internship organisation can download it. Then you are ready to start your internship.

You don't need to register the internship during regular registration periods or change period. If you have found an internship at the end of the academic year and want to start after the summer (in September), you must register before the summer vacation. The deadline for this is **June 30**. Only then can we still complete your registration in time. If you register the internship later, you cannot start the internship until mid-September. Communicate about this with the internship organisation.

Internship agreement

The internship agreement is required in order to establish a number of legal and financial aspects formally and in writing. The agreement is a contract between the Faculty of Humanities, the host organisation and you as a student. The agreement gives each of the parties the same information regarding the 'rules of the game' that apply to this internship. This prevents any difference in interpretation arising later on regarding the exact agreements.

Who signs the internship agreement?

The internship agreement is signed by three parties: the host organisation, the student, and, on behalf of the university, an employee at the Humanities Internship Office. The agreement is therefore **not** signed by the **lecturer**. The Internship Office signs the internship agreement last, that is, after you and the internship supervisor have signed.

The UU standard agreement or a different agreement

The internship page of your degree programme on students.uu.nl/en includes a standard faculty internship agreement that is available for download. In the event that the host organisation uses its own internship agreement, the use of the faculty's agreement is not (also) required. You can then use the faculty's internship agreement as checklist: is everything covered that needs to be covered? Please take into account that it may take longer for a non-standard agreement to be processed. If in doubt or if anything remains unclear, always seek the advice of your internship coordinator.

Please be mindful of any verbal commitments you make, as they are also legally binding. Be transparent in respect of the host organisation if you are unsure about selecting a given internship position or if the internship has not yet been approved by the lecturer.

During your internship (Step 8)

Step 8: the internship log



Frequency and contents log

During your internship, you will be keeping a log in which you will be recording daily or weekly notes, activity reports, reports of meetings, etc., depending on the agreements you make with your supervising lecturer. You must upload at least three logs to your Osiris Case. You will receive an email if your supervising lecturer has given feedback on your logs. You can find this feedback in Osiris Case. You will eventually add them to your internship report as a mandatory attachment.

In your log, you will be recording your activities and corresponding reflections. In addition, you will reflect on your learning process. Are you developing new skills? In what way are you working on your learning objectives and areas of development that you wrote down in your internship work plan? What is going well and what not (yet) and why? You will also refer to parts of your log in your internship report.

Contact between internship lecturer and supervisor

Your supervising lecturer will be in contact with your internship supervisor at least once during the internship. This is usually at the end of your internship, when your internship supervisor and supervising lecturer will have a (final) meeting. This meeting takes place at the organisation, online or by telephone. In consultation with your supervising lecturer, you may or may not be present.

Should you run into any problems during your internship, then these should initially be resolved with your supervisor at the internship. If the problems cannot be resolved, then you should contact your supervising lecturer. If you and/or the lecturer have any questions or problems, you may also consult the internship coordinator of your programme.

Professional attitude and unsafe working environment

During your internship you will be working in a professional organisation. At the internship organisation, you are also a representative of your study programme and UU. In the organisation, a professional attitude is expected of you. It can be helpful to

familiarise yourself with the organisation's code of conduct. There, you will find agreements made by the organisation between and with employees. The code of conduct can help you get to know the organisation and adapt to their standards.

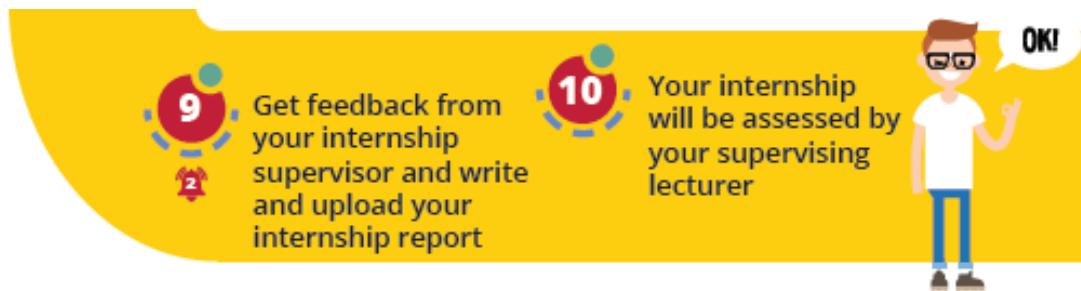
You may feel uncomfortable or even unsafe during your internship. If you notice this, we urge you to contact someone you trust. Maybe you do not want share your feelings with the internship supervisor at the organisation. But you can always contact the supervising lecturer, the internship coordinator or the [faculty's contact person for inappropriate behaviour](#).

Extending your internship period

Do you want to extend your internship period? This is only possible after you consult your supervising lecturer. You also need to prolong your internship agreement. On the internship page of your programme, you can download a form, fill it in and sign it. Subsequently you can upload it in Osiris Case under 'Data'. The Internship Office will then process the form.

The screenshot shows the 'Documents and forms' section of the Osiris Case system. The left sidebar contains navigation options: Task, Overview, Data (highlighted), Linked cases, and Activity log. The main content area is titled 'Documents and forms' and contains three sections for 'Feedback on log 3', 'Feedback on log 2', and 'Feedback on log 1'. Each section has an 'Upload interim log' button and a 'NEW DOCUMENT' button. At the bottom, there is a 'Prolongation internship agreement' button, which is highlighted with a red rectangle.

After your internship (Step 9 and 10)



Step 9: writing the internship report and ask for feedback

Feedback internship supervisor

A few weeks before the end of your internship, you ask your internship supervisor for feedback. You do this in your internship process in Osiris Case. Once your supervisor has provided feedback, you will receive an email and you can read the feedback in Osiris Case. Incorporate this feedback in your internship report. As soon as you have finished your internship report, send it to your supervising lecturer by uploading it in Osiris Case.

Final interview internship teacher and internship supervisor

Towards the end of your internship, your supervising lecturer will schedule a final interview with the internship supervisor at the organization. In consultation with your supervising lecturer, you may or may not attend this meeting. During this interview, they will discuss your performance at the internship. The feedback you have requested from your internship supervisor serves as input for this interview.

Internship report

The internship report is the end product of your internship. The supervising lecturer uses this report to assess your internship. We recommend that you start writing your internship report during internship, while events are still fresh in your memory and so there are no delays to your studies. In addition, the internship report is covered by the hours you spend on your internship (up to 10% of your working hours). Use the logs you have written as reference documents to clearly outline your learning process. Agree with both your supervisors on the language in which you will write the internship report (for example in the event of a Spanish organisation and a supervising lecturer that does not understand Spanish).

You are not obliged to submit a copy of your report to your internship supervisor within the organisation, however certain organisations may request that you do. In such cases, consult with your supervising lecturer; you may be able to omit certain parts that you would rather not share with the organisation. Naturally, you will share the product of your internship (for example the research report with level 3 internships) with your internship supervisor.

Internship report guidelines

The report should be a reflection on the internship (what did I do, what did I learn, what are my learning objectives moving forward) as well as a representation of the product of the internship activities. You should add any supporting documents of independently completed assignments during the internship as attachments (see part 5).

Just like written products of other courses in your programme, the internship report has to fulfil the formal requirements of academic work:

- correct use of language (sentence structure, spelling, punctuation);
- a table of contents;
- annotation and bibliography according to the formal rules of the field;
- design and finish according to the guidelines of the programme.

Components internship report

Word count (parts 1 to 4): 4000 - 5000.

1. Title page including

- the name of the host organisation, department and internship supervisor
- address of the host organisation (of the office at which you did your internship)
- student name, student ID number, degree programme
- name of the supervising lecturer
- start and end date of the internship
- number of EC credits

2. Introduction of the host organisation and assignment

- An introduction on the process leading up to the internship:
 - Why did you want to do an internship?
 - The search process
 - Why did you pick this particular internship?,
 - What were your expectations?
- Information about the internship and a description of the organisation (objectives, structure, situation of your department within the structure, other issues that stood out for example of hierarchy, atmosphere, company culture, methods, etc.).
- A summary and justification of your activities.

3. Critical reflection on your own performance and learning process

- An internship is a form of learning through experience. The lecturer assesses the learning process by means of the reflection in your internship report. Online you can find examples of reflection methods you can use, like the models of Gibbs or Korthagen.

It is particularly important that you reflect on the learning objectives you defined beforehand:

- Give your own assessment of whether the learning objectives formulated in the plan were achieved and to what extent they were adjusted or supplemented during the process.
- Discuss whether or not there is a relationship between the learning process during your internship and the skills and knowledge you acquired during the courses of your degree programme.
- Also consider the internship as an introduction to the professional world: would you like to work in a similar position or organisation after you graduate?
- Under what circumstances do you perform best, as a co-worker and as an employee?
- What would you be able to offer a potential employer in this field?

Explain this with examples and new learning goals.

- Guidelines for self-reflection:
 - Pause and consider what your style of learning and working is, what kind of choices you make in that regard, what skills you use and how it feels.
In the case of your internship, you should be looking back at what happened and relating those experiences to the future. That is why a good reflection report is both retrospective (what, where, how did I learn?) and prospective (what are my learning objectives moving forward?).
 - Conduct an analysis of the strengths and weaknesses. Make sure your analysis goes deep enough: do you understand what happened and why you acted the way you did? This will show yourself to be insightful. Your analysis should subsequently be substantiated as much as possible by reviews or feedback you received from lecturers, supervisors or co-workers.

4. Critical analysis of the host organisation in the context of the degree programme Now that you have been around the organisation for a few months and have become familiar with its practices from the inside, it is essential that you consider your host organisation from a critical, independent perspective. Your analysis may relate to the organisation as a whole or to the performance of a department within the organisation. Where possible and where relevant, you should refer to any literature, debates and discussions you encountered during your studies. If you feel that no relevant literature exists, then you must be able to properly substantiate that assertion.

For example, consider the following questions and issues:

- How does the organisation present itself and how does it achieve its aims?
- How does the organisation relate to current trends and themes within the related field? Does the organisation play a role in any topical social debate?
- How does the organisation interpret and implement technical terms and concepts, why does it do so in this way, and what do you feel are the strengths and weaknesses of this approach or interpretation?

5. Product(s) of the independently performed activities

As an appendix to your report, you add the products you have made or worked on. Discuss in advance with your teacher how you can best show your work in your internship report. Anything can be included: minutes of meetings, a research report, the messages you wrote for your internship organisation's social media, an inventory. Your product can also be non-written, such as an exhibition or a conference. In those cases, it is customary to include documents that give an impression of the product, for example news items or articles about the exhibition, reports of meetings, correspondence, etc. If there is no clear independently realised product, you should include a few written examples of work in the report.

6. The entire log of the internship period

More information about the logs can be found in a previous section of this guide.

Confidential information in your internship report

If you have worked with confidential information during your internship, then you should take into account that your internship report will always be reviewed by at least your lecturer, employees of the Student Desk charged with archiving the report and in some cases by other parties (the Board of Examiners, the internship coordinator, an external review panel for the accreditation of the degree programme). For that reason, please ensure that your report only includes information that is suitable for third parties and notify your host organisation in advance. If necessary, with consultation of your supervising lecturer, separate agreements about confidential information can be made and written down in the internship agreement (see the information on the internship agreement earlier in this manual).

Components research report

If you have done a research internship (level 3), you will submit a research report in addition to the internship report. This must meet the requirements below:

1. Title page including

- the name of the host organisation, department and internship supervisor
- student name, student ID number, degree programme
- name of the supervising lecturer
- title of the research report

2. Description of the research

3. Main question and subquestions

4. Theoretical framework and methodology

5. Relevance to scientific and/or societal debate

6. Correct and complete bibliography

Internship report submission deadline

The internship report must be submitted through Osiris Case within ten working days

after you finish your internship. It will not be visible to the supervisor at your host organisation.

Step 10: assessment of the internship

Your performance during the internship

The lecturer will give an assessment of your performance during the internship after consultation with the internship supervisor. This final conversation preferably takes place during a visit to the internship, otherwise by phone or online.

The starting point of the final conversation is the last log and the *Internship Feedback Form* that your internship supervisor has filled out at your request. Your functioning at the internship workplace will be discussed on the basis of this form.

Tip: if the evaluation of your supervisor is positive, ask your supervisor for a recommendation on LinkedIn.

The lecturer's evaluation

The supervising lecturer will complete the evaluation form in Osiris Case and will provide feedback for each aspect of the report (content, structure, language, etc.). You can also use this form as a checklist when writing your internship report: have you met all the criteria on the evaluation form? You can also download it from the internship page of your programme on students.uu.nl/en.

The quality of the internship report and the internship product will be decisive in determining your final grade. The assessment of the internship supervisor - on your day-to-day performance during the internship - can only affect the final grade by half a point in a positive or negative sense, unless the internship has been given a failing grade.

In order to complete the internship successfully, you must score at least a pass on all components (performance, internship / research report). If you are awarded a fail on the internship and/or research report (at least a 4.0), then you will be given a one-off opportunity to improve that component based on the feedback of the supervising lecturer. You will discuss with the internship lecturer when you will hand in the improved version of the internship report.

Should it be the case that your final products are awarded a passing grade, but that your performance during the internship is deemed insufficient by the host organisation, then a solution will have to be found in consultation with the director of education.

By keeping on track and submitting a log in time, you will be able to prevent any poor performance in the workplace from coming to light only at the end of the process. Both you and the internship supervisor should take action and flag any problems as they arise,

to ensure that a solution can be found in time in consultation with the lecturer.

Deadline grade registration

The supervising lecturer must determine the final grade within ten working days after submission and enter it in Osiris. You will receive an email once your grade is registered. You will be able to review the completed assessment form in your Osiris Case.

Finance and insurance

Internship allowance

In most cases, students will be awarded an internship allowance, rather than a wage or salary. Only in a few cases will an intern actually end up on the payroll and receive a salary (and is insured as a result, see below).

Cultural and non-profit organisations may offer internships without compensation. These organisations will generally have small budgets and it will be assumed that interns will be 'paid' by the learning experience they gain. Nevertheless, it is entirely reasonable to request an internship allowance or reimbursement of expenses at the very least. An allowance will often range between 200 and 700 euros for full-time internships.

The faculty will never be responsible for any costs or expenses incurred in connection with the internship.

Insurance policies

If you do not receive any financial remuneration, as an intern you will not be insured for health care costs and unemployment contributions (Unemployment Act, WW).

Reimbursement of travel or expenses does not count as remuneration.

If you do receive remuneration, and consequently if you are insured, you are required to pay contributions. As an intern, you will always be insured for WAO (Disability Insurance Act). The faculty is not liable for any form of misconduct during an internship.

Utrecht University & third-party liability insurance

Under section 7:661(1) of the Dutch Civil Code student interns can in principle not be held responsible for any damage caused to the host organisation or third parties during the course of their internship duties. Any costs arising from such damage must therefore be reimbursed by the host organisation except in case of malicious intent or deliberate recklessness on the part of the student intern.

Any exceptions to this must be agreed on in writing, and only to the extent that the student intern is insured against such liability (Section 7:661(2) of the Dutch Civil Code). In view of this, Utrecht University has included an additional clause in its third-party

liability insurance:

In its third-party liability, Utrecht University includes insurance of all students of Utrecht University, from all faculties, during their external internship activities, provided that the University is aware of the internship, and that it is conducted under the auspices of the University.

Fraud and plagiarism

Academic integrity serves as the foundation of any academic institution. Utrecht University considers any form of academic dishonesty to be a very serious offence. Utrecht University expects each student to be familiar with and to observe the norms and values that ensure academic integrity.

The most serious forms of deception that can impair this integrity are fraud and plagiarism. Plagiarism is a form of fraud and is defined as the wrongful appropriation of another author's work without proper citation. The text below provides further elaboration on what may be considered fraud or plagiarism, along with a number of concrete examples. If the university discovers a case of fraud or plagiarism, then the degree programme's Board of Examiners may implement sanctions on the offender. The most serious sanction that the Board of Examiners may implement is the submission of a request for expulsion to the Executive Board.

Please find more information on the website of your degree programme on students.uu.nl/en under Practical matters.

Questions: whom should you contact?

If you still have questions after reading this manual, you can contact the following people:

- The **internship coördinator** of the department of your university programme handles all internship-related questions (except for questions related to (grade) registration).
 - o Department Languages and Communication
Karen Schoutsen
StageTLC@uu.nl
 - o Department Philosophy and Religion Studies
Bart Mijland
StageFenR@uu.nl
 - o Department History and Art History
Josi Smit
StageGKG@uu.nl
 - o Department Media and Culture Studies
Feline van den Boogerd
StageMCW@uu.nl

- The **internship office** of the Humanities Student Information Desk handles all questions with regard to enrolment, Osiris Case and (grade) registration:
stage.gw@uu.nl
Drift 10, 3512 BS Utrecht
(030) 253 6285

- Once you are connected to a **supervising lecturer**, you can contact them with your content-related questions about your internship.