

Internship of the Bachelor programme “European Public Administration” Single Degree and Joint Degree “Public Governance across Borders”

Options

In the fifth semester students can choose s an internship of 15 EC (minimum of two months) or 30 EC (minimum of four months). The three internship possibilities are:

- 30 EC internship in the fifth semester (period: 1 September – 1 February);
- 15 EC internship in the first quarter (period: 1 September – half November);
- 15 EC internship in the second quarter (period: half November – 1 February).

If you start at 1 August the maximum of an internship is six months. It is also possible for students to do a research internship at the University of Twente or at the University of Muenster (for the Joint Degree). Under strict conditions (new knowledge and competences, integration in one research report) a 30 EC internship may be done at two different organizations.

Basics

An internship is not just a job, the first goal of the internship must be your development as a young professional and the internship is clearly related to your study programme. The internship is a study activity and we need proof of this. It is a complex role set for you: as an intern you are an employee, a student and a (perhaps critical) citizen.

Requirements for the internship

- clearly related to the public sector (but not necessarily in a government agency)
- the job/tasks at or close to academic level
- there is a coherence of tasks
- it is within an organization (you have a desk)
- it is under adequate supervision (preferably of an academic)
- there is opportunity for reflection

How to protect your student role

- start the internship with a learning/research intention
- what do you want to know at the end of it?
- that goal is to be stated at the start
- each internship results in a two reports: a research report and a reflection report
- worked on and written during the internship (protect this task)

Research report (15 EC internship)

- goal setting: a not too complex research question
- relevant to the hosting organization
- minimum of two months (320 hours)
- brief end report (introduction, method of your research, results, conclusion)
- 5 pages, about 2000 words (quality always beats quantity)

Research report (30 EC internship)

- goal setting: a slightly more complex research question
- relevant to the hosting organization
- minimum of four months (640 hours)
- the end-report is a large research report (introduction, theory/literature, methods, results, conclusion)
- 15-20 pages, about 5000-6000 words) (quality always beats quantity)

Reflection report (all internships)

- Separate report, the content of te report is :
 - basic description of the organization (goals/mission, environment, structure)

- description of your place in the organization (position, tasks)
- description of what you have accomplished
- reflection on the organization (e.g. structure versus culture)
- reflection on your internship: what have you learned, how has the internship affected your thoughts about a future career, did you enjoy it)
- Aim at 5 pages (1500-2000 words).

Starting your internship

The starting phase of your internship consists of the following steps:

- a) Look for a suitable internship position;
- b) Find out what kind of work you can do and the questions or problems you can investigate;
- c) Contact the internship coordinator (dr. Rik Reussing);
- d) Make a draft research question/ research assignment;
- e) Discuss the research question/ research assignment with the internship coordinator.

Formalizing your internship

Fill in the *contract* (internship agreement) for the internship of the University of Twente:

- * the name of the hosting organization
- * the workplace of the internship
- * the name of the external supervisor
- * the period of the internship (start date – end date) and number of hours
- * a short description of the activities (the kind of work)
- * a short description of the research question (research assignment for 30 EC internship in an annex to the contract)
- * signature hosting organization
- * signature internal internship coordinator University of Twente (dr. Rik Reussing)

NB: this is a contract between the hosting organization and the University of Twente, because the internship is a study activity. In addition you may have to sign a contract yourself with the hosting organization, because it also a job for which you may receive a financial compensation.

Before and during your internship

- a) Register your stay (abroad) at the Student Mobility System (SMS):
<https://webapps.utwente.nl/srs/en/srsservlet>
- b) Housing (your own responsibility)
- c) Check if you are liable for an Erasmus+ traineeship scholarship:
<http://www.utwente.nl/studyabroad/nl/stage/files/ep-preinfo/>
- d) Insurance: arrange your own health insurance, but UT has a free liability and travel insurance:
<https://webapps.utwente.nl/reisverzekeringen/en/srsservlet>
- e) Regular contact with the internship coordinator (dr. Rik Reussing) and the internship supervisor, on the final research question/ research assignment and the progress of the internship (and the research).

Finishing your internship

- a) Start writing the report during the internship
- b) Some time left to finish your report after the internship
- c) Hand-in the report (two documents) two weeks after the quartile (15 EC) or semester (30 EC) at the internship coordinator (dr. Rik Reussing) and the internal internship supervisor
- d) Assessment is a pass or a fail (no grade)
- e) Possibility to do a revision of the report
- f) Assessment by the internship coordinator and by the internal internship supervisor (in consultation with the external internship supervisor)

Further questions?

Contact the internship coordinator: Dr. Rik Reussing, Ravelijn-Building, Room RA-3256, tel. 053-4894220, email: g.h.reussing@utwente.nl