Internship of the Bachelor programme "Management, Society & Technology" Single Degree and Joint Degree "Public Governance across Borders"

Options
In the fifth semester students can choose an internship of 15 EC (minimum of two months: 320 hours) or 30 EC (minimum of four months: 640 hours). 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 to do a research internship at the University of Twente or at the University of Muenster (for the Joint Degree). Only under strict conditions (new knowledge and competences, integration in one research report) a 30 EC internship may be done at two different organizations, but two 15 EC internships are not allowed.

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, course code 202000493)

- 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, course code 202000494)

- 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)
- 10-15 pages, minimum of 4000 words (quality always beats quantity)

Reflection report (all internships)

- Separate report, the content of the 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).

Arranging 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 (preliminary) research question;
e) Discuss the research question with the internship coordinator.

Formalizing your internship
Fill in the *internship form* for the internship of the MS&T/PGaB programme:
* 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 (preliminary) research question
* signature hosting organization
* signature internal internship coordinator of the MS&T/PGaB programme (dr. Rik Reussing)
NB: this is an (informal) agreement between the hosting organization and the programme, because the internship is a study activity. In addition you have to sign a (formal) *internship agreement* yourself with the hosting organization, because the internship is also a job for which you may receive a financial compensation. For this purpose (unless the organization uses its own agreement) you can use the BMS internship agreement: Internships and graduation assignments | Faculty of Behavioural, Management and Social sciences (BMS) (utwente.nl) and https://canvas.utwente.nl/enroll/M6DPHY

Before and during your internship
a) Register your internship and stay (abroad) at the new student mobility system (Mobility Online): https://www.utwente.nl/onderwijssystemen/en/about_the_applications/mo/
b) Housing (your own responsibility)
c) You may be liable for an Erasmus+ or TMF scholarship (is now integrated in Mobility Online): 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 internal internship supervisor, on the final research question and the progress of the internship (and the research).

Finishing your internship
a) Start writing and finish the report during the internship period. Make sure that enough time (about a day a week) during your internship can be spent on writing your internship report.
b) Hand-in the report (two documents) at the end of quartile (deadline is 15 November or 30 January for the 15 EC internship) or semester (deadline 30 January for the 30 EC) by email at the internship coordinator (dr. Rik Reussing) and the internal internship supervisor that has been assigned to you.
c) The assessment is a pass or a fail (no grade), but an indicative grade may be given
d) There is a possibility to do a revision of the report.
e) The assessment is done by the internship coordinator and by the internal internship supervisor.
f) The student receives an evaluation report with the assessment of the internship.

Further questions? Contact the internship coordinator of the MS&T/PGaB programme: Dr. Rik Reussing, Ravelijn-Building, Room RA-3113, tel. 053-4894220, email: g.h.reussing@utwente.nl