

# Internship MS&T and PGaB

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(Internship coordinator)

# Intro

## OPTIONS IN THE FIFTH SEMESTER

- EXCHANGE PROGRAMME (30 EC)
- INTERNSHIP (15 EC OR 30 EC), NOT two of 15 EC
- ELECTIVES in TWENTE (15 EC OR 30 EC)
  - \* HTHT-modules ('High Tech Human Touch')
  - \* Modules of other bachelor programmes (15 or 30 EC module 'Crossing Borders', with a virtual project, a study tour or a field study)
- ELECTIVES in MUENSTER (30 EC, Joint Degree)

# Internship possibilities

- 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

# Starting your internship

- Look for a suitable internship position
- Find out what kind of work you can do and the questions or problems you can investigate
- Contact the internship coordinator (Reussing)
- Make a draft research question/assignment
- Discuss the (preliminary) research question with the internship coordinator
- Get approval for the research question

# Formalizing your internship

Fill in the *contract* (agreement) for the internship:

- name of the hosting organization
- workplace of the internship
- name of the external supervisor
- period of the internship (start date – end date)
- short description of activities (kind of work)
- short description of the research question
- signature hosting organization
- signature internal coordinator (Reussing)

# Before and during your internship

- Register your internship and your stay (abroad) at the new student mobility system (Mobility Online)

[https://www.utwente.nl/onderwijssystemen/en/about\\_the\\_applications/mo/](https://www.utwente.nl/onderwijssystemen/en/about_the_applications/mo/)

- Housing (your own responsibility)
- 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/>

- Insurance: arrange your own health insurance, but UT has a free liability and travel insurance
- Regular contact with the internship coordinator (dr. Rik Reussing) and the internship supervisor (a staff member who will be assigned to you in June in consultation with dr. Martin Rosema). See the internship manual.

# Finishing your internship

- Start writing the report during the internship
- Time to finish your report after the internship
- Hand-in the report (two documents) two weeks after the quartile (15 EC) or semester (30 EC)
- Assessment is a pass or a fail (no grade)
- Possibility to do a revision of the report
- Assessment by the internship coordinator and the internal internship supervisor (in consultation with the external internship supervisor)

Content and quality of internship



# Basics

- An internship is not just a job
- Goal: development as a young professional
- Internship is clearly related to your study
- Internship *is* a study activity
- We need proof of this

# Requirements to internship

- Clearly related to the public sector (but not necessarily in a government agency)
- Job/tasks at or close to academic level
- Coherence of tasks
- Within an organization (you have a desk)
- Under adequate supervision (preferably of an academic)
- Opportunity for reflection

# A complex role set

As an intern you are:

- an employee
- a student
- a (perhaps critical) citizen

# How to protect your student role

- Start 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
  - A reflection report
- Worked on and written during internship (protect this task)
- Due within 2 weeks after end of internship

# 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 (2000 words)

(quality always beats quantity)

# Research report 30 EC internship

- Goal setting: a slightly more complex research question
- Relevant to the organization
- Minimum of four months (640 hours)
- End-report is a large research report (introduction, theory/literature, methods, results ,conclusion)
- 15-20 pages (5000-6000 words)

(quality always beats quantity)

# Reflection report: all internships

- Separate report
- Contents:
  - 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)

# Examples of internships (1)

In the Netherlands:

- Municipality of Enschede
- Regional government of Twente
- Euregio (in Gronau)
- Province of Overijssel (Zwolle)
- Warchild Nederland (Amsterdam)
- BPRA (Lobby agency) in The Hague



# Examples of internships (2)

In Germany:

- Municipality of Münster
- State Chancellery NRW (Düsseldorf)
- Ministry of Foreign Affairs (Berlin)
- Ministry of Economic Affairs (Berlin)
- Corporate Affairs Firm in Berlin
- Allianz SE München

# Examples of internships (3)

Other countries in Europe:

- Heinrich Böll Stiftung (Brussels)
- Konrad Adenauer Stiftung (Riga)
- German Embassy in Moscow
- Rumanian Parliament (Bucharest)
- Caritas (Vienna)
- German-Norwegian Chamber of Commerce

# Examples of internships (4)

Other countries outside Europe:

- EU Office (Hong Kong)
- Konrad Adenauer Stiftung (Costa Rica)
- German Embassy in Bangkok
- German Development Bank (Myanmar)
- Goethe Institute (Paraguay)
- German-Thai Chamber of Commerce

# FURTHER QUESTIONS?

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