

### ELECTIVE SEMESTER

*Semester-1 in third year*

**Choice of electives (2x 15 EC):**

- Modules in other UT bachelor programmes
- UT-wide HTHT modules
- Minor from other university
- Or Exchange programme, abroad (Erasmus)
- Internship

Lille

Shanghai

Brussels

### ELECTIVE SEMESTER

*Semester-1 in third year*

**In general:**  
You can opt for 2 x 15 EC modules, or for a 30 EC programme  
From September up and including January

**Modules from other bachelor programmes**  
Also called: **Join-in minors**

- See [www.utwente.nl/minor](http://www.utwente.nl/minor)
- Especially interesting if you would like to be admissible for a certain master
- Communication Sciences, Psychology, Health Sciences, International Business Administration
- For others: Math needed, see matrix

### ELECTIVE SEMESTER

*Semester-1 in third year*

**High Tech Human Touch modules**

- See [www.utwente.nl/minor](http://www.utwente.nl/minor)
- E.g:
  - Aerospace Management & Operations
  - New Technology Business Development
  - Innovations in Sustainable Chain Management
  - Governance of Innovation and Socio-Technical Change
  - From prototype to society

And more

### ELECTIVE SEMESTER

*Semester-1 in third year*

**More modules in Twente**

- See [www.utwente.nl/minor](http://www.utwente.nl/minor)
- Crossing borders (International Field trip, sustainability-driven)  
Popular choice, apply in time.
- Board minor, Educative minor: Dutch only

### ELECTIVE SEMESTER

*Semester-1 in third year*

**Minor from other university including abroad**

- Find a minor on another university
- Some options in the Netherlands on [www.kiesopmaat.nl](http://www.kiesopmaat.nl) (not all are on level)
- Normally through Erasmus exchange
- More about Study abroad:  
*Tuesday 15 November 2016, 12:45-13:30, Waaier 3*
- Public Governance across Borders:  
You can also use the Erasmus network of University of Münster

## INTERNSHIP POSSIBILITIES

- INTERNSHIP 15 EC OR 30 EC, **NOT** two of 15 EC
- 30 EC internship in the fifth semester  
period: 1 September – 1 February
- OR
- 15 EC internship in the first quarter  
period: 1 September – half November
- OR
- 15 EC internship in the second quarter  
period: half November – 1 February

UNIVERSITY OF TWENTE

## 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

UNIVERSITY OF TWENTE

## 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)

UNIVERSITY OF TWENTE

## 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.

UNIVERSITY OF TWENTE

## 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)

UNIVERSITY OF TWENTE

**EUROPEAN PUBLIC  
ADMINISTRATION**  
AT A TECHNICAL UNIVERSITY?

**IT SOUNDS INSANE,  
BUT IT'S BRILLIANT.**

**CONTENT AND QUALITY OF  
INTERNSHIP**

UNIVERSITY OF TWENTE



## 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

UNIVERSITY OF TWENTE

## 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

UNIVERSITY OF TWENTE

## A COMPLEX ROLE SET

As an intern you are:

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

UNIVERSITY OF TWENTE

## 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

UNIVERSITY OF TWENTE

## 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)


UNIVERSITY OF TWENTE

## 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)


UNIVERSITY OF TWENTE




## 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)



UNIVERSITY OF TWENTE




## FURTHER QUESTIONS?

---

CONTACT THE INTERNSHIP COORDINATOR:

Dr. Rik Reussing  
Ravelijn-Building, Room RA-3256  
Tel. 053-4894220  
Email: [g.h.reussing@utwente.nl](mailto:g.h.reussing@utwente.nl)



UNIVERSITY OF TWENTE