SCHOOL OF ENGINEERING AND GEOLOGY

INTERNSHIP REGULATIONS

Student’s Guidelines

July, 2019
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INTRODUCTION

This guidebook provides general information to students at the School of Engineering and Geology who are planning to take an internship. For questions about or arising from this guidebook, please contact the Internship office.

1. WHAT IS AN INTERNSHIP?

An internship is a period of time in which you can gain work experience in your field of study as part of your study programme or degree programme. Under the supervision of a lecturer from the faculty (the supervising lecturer) and an employee of the organisation offering the internship (the external internship supervisor), you will work at a company or organisation.

This work is related to what you have learned in your study programme and contributes to the activities of the organisation offering the internship. These tasks often result in a concrete ‘product’, such as a guidebook, a website, an exhibition, a translation, or perhaps a research paper.

An internship that follows graduation is no longer the responsibility of the faculty, as it is not part of your study programme/graduation requirements and you are no longer enrolled as a student. The regulations in this guidebook do not apply to internships following your studies.

2. INTERNSHIP GOALS

The goals of an internship are:

- to become familiar with possible professions and to participate in the labour process;
- to apply the knowledge and/or skills learned during your studies.

An internship is an excellent opportunity to discover what your knowledge is worth in the real world. You will learn a great many things about yourself that you will be able to use when you start looking for a job. You will also gain work experience in your field of study and will make contacts that may be useful when you begin looking for a job. For these reasons, an internship is often considered to be a bridge between your studies and the job market.
3. **DIFFERENT TYPES OF INTERNSHIPS**

**Bachelor work internships**  
The primary goal of a bachelor work internship is an orientation on possible future employment. You are introduced to the work field and can gain some experience working in a professional organisation.

**Bachelor research internships**  
If the internship comprises a clear research assignment, it is called a research internship. The research assignment must result in a research report that will be graded by the internship lecturer (the responsible lecturer affiliated with Utrecht University) as an academic paper.

**Master research internships**  
Internships at master’s level must always have a clear (academic or practice-based) research component resulting in an individual research report. If the internship itself does not comprise a research component, you have to carry out an additional research project directly related to the internship. The details of this research project will be determined together with your internship lecturer. The organisation offering the internship must be informed beforehand that you will carry out research, and must be asked emphatically to facilitate this research by allowing time, access to archives or data, granting interviews with employees, etc.

**Teaching internships**  
Finally, there is the option of a teaching internship, either at bachelor level, or at master’s level. These internships are special in that Gollis University itself is the internship provider. In a teaching internship you give lectures or teach study groups. In addition you may be involved in the development of new study material, assist (under supervision) with the grading of exams, evaluate the course in order to improve future editions, take part in educational research, etc. Such additional tasks are mandatory for master’s students, and optional for bachelor’s students.

4. **THE DURATION OF THE INTERNSHIP**

A standard internship involves at least 390 study load hours. It does not matter whether the internship is completed during the Bachelor’s- or the Master’s phase. 390 study load hours are approximately the same as 13 weeks of full-time work (65 work days) or the equivalent as part of a part-time internship. Students increasingly choose to perform a part-time internship, as it is often easier to work around their studies. Whether the internship is full-time or part-time depends on the needs of the organisation offering the internship, but usually organisations are willing to accommodate their interns if necessary.

5. **THE INTERNSHIP AS PART OF YOUR STUDIES**

**General**

All study programmes require that students must be enrolled at Gollis University in order to perform an internship. The study programme websites explain the best time to do an internship. Students should start in an internship in semester six before starting the project one for example in civil engineering other departments until after they have written their thesis; in fact, some study programmes advise students to do so. Your tutor or Student Advisor can recommend what order would be best for you. Bachelor's internships are best completed in the first half of the third academic year.
Bs of engineering and geology: compulsory

Bachelor of Engineering and geology Studies students are required to complete an internship worth 390 study load hours as part of their graduation requirements. The purpose of the internship is to apply the knowledge and research skills they have learned during their studies. Most students perform an internship in the field of their major, although this is not a requirement.

6. GENERAL INTERNSHIP REQUIREMENTS

Within the limits listed below, students are free to choose where they wish to do an internship. In practice, however, the selection is limited by the fact that the student must find a lecturer willing to approve the internship (does it relate to the study, is the assignment too easy or difficult, etc.), and who is willing to supervise the student during the internship.

The internship position must meet the following requirements:

a. The internship position must offer the opportunity to participate in the work process (a dedicated work space on location at the organisation providing the internship is strongly recommended).

b. The internship position must offer the opportunity to perform work at the level of the study programme.

c. The internship position must offer the opportunity for the student to perform work related to the knowledge and/or skills acquired during his/her study.

d. The internship provider must give the student the opportunity to reflect on the internship and to write an internship report. This is an integral part of any internship.

e. For internships at master’s level, the internship must have a clear research component.

7. FINDING AN INTERNSHIP

Step 1: Planning
Begin planning your internship early in your studies. Keep in mind that an internship is sometimes difficult to fit in your schedule, as a three-month internship must take. If you miss any practical work, you will not be eligible to graduate.

Step 2: Preparation/Orientation
Begin preparing for your internship at least one month in advance (if possible for internships abroad, begin a year in advance).

a. Find out which internship options your study programme offers.

b. Consider where you would like to do an internship. Which organizations appeal to you? Profit or non-profit? What type of work would you like to perform? What would you like to learn? Which skills would you like to practice? What are your strong points, what experience and expertise do you have? In other words; what can you offer the organization? If these questions are difficult to answer, then look for some tie to your studies, extracurricular activities and personal interests. Are there subjects you have encountered in your studies that have earned your special interest? Do you have any unique interests or hobbies?

c. Familiarise yourself with the internship opportunities in your chosen field. A good way to find ideas is to see the internships posted on the faculty internship site, internship mediation organizations. You can also ask other students about their
internship experiences and your professors about possible internship opportunities.

**Step 3: Looking for an internship**
There are two ways to find an internship position:

1. **Look for yourself**
Finding an internship position yourself is a valuable experience. The search will demand a great deal from your persistence, imagination, the way you present yourself, etc. It is also an excellent way to prepare for applying for jobs after you graduate. Success will depend on knowing what you want and a thorough study of the field and of the organisations within which you would like to work. However, finding an internship position yourself will take time. The university therefore recommends that you begin looking long before you would like to start your internship.

**Use your own network**
Find out if there are people in your immediate surroundings who do interesting work or work for interesting organisations. Ask them for information, and if possible, try to contact other people in their network. Take advantage of social media networks like LinkedIn and Facebook in Gollis University. Make sure that the information about you on the Internet is correct and professional.

Applying for an internship in an organisation is in many ways similar to applying for a job. You can contact the organisations where you would like to do an internship in writing or by telephone. Before you contact an organisation, however, remember to collect all of the information you can about the organisation, such as how large it is, which departments it is subdivided into and the organisation’s or department’s various activities. Read about it on the Internet; ask for brochures, read old internship reports, etc. Know which persons or departments in the organisation you should contact. Prepare well before contacting the organisation by telephone. Call from a quiet place and make sure you get the correct person on the line. Ask whether you are calling at a convenient time, and if not, make an appointment to call back later.

**Suitability**
What should you consider when determining whether the internship position is suitable for you? In addition to the general requirements, determine whether the position meets the requirements below:

- Are the working conditions acceptable: do you have your own work space? Are there sufficient technical facilities?
- Is it a professional organisation (is there at least one person who earns an income working for the organisation; is the organisation registered with the Chamber of Commerce? Does the organisation have an office?)
- Does the position offer sufficient supervision, both quantitatively as well as qualitatively (sufficient expertise)?
- Does the assignment have enough relation to Engineering (civil, telecommunication, electrical, computer and geology)?

If you are in doubt about any of these issues, feel free to contact the prospective supervising lecturer for advice.

2. **Via the internship site**
You can also find an internship position via the faculty. The selection of internship positions has increased over the past few years, and there is usually an internship available for every
specialisation or study programme at any time of the last year. For the complete overview of open internship positions, see the website of the university the internship section. Usually, students must contact the organisation in question themselves and ‘apply’ for the position, as the organisation may have to select from several possible candidates for the position.

8. CHOOSING A SUPERVISING LECTURER/PROFESSOR

The supervising lecturer is a lecturer or professor affiliated with Gollis University. He or she approves the internship before your start, and determines your grade after you finish.

You must ask a lecturer to act as your supervisor yourself. In principle, any lecturer qualified to take exams within your study programme may supervise an internship. Obviously, the lecturer must also be knowledgeable in the field of the internship. Some study programmes or specialisations have appointed certain lecturers to supervise internships.

9. THE INTERNSHIP WORK PLAN AND INTERNSHIPTASKS

The internship goals and tasks must be recorded in an internship work plan before the student begins the internship.

The internship work plan is drawn up in consultation with the student, the supervising lecturer and the internship supervisor for the organisation offering the internship. After their first meeting, the student and the organisation offering the internship should both agree on what the internship will entail. If the internship is posted on the University’s website, the description often contains an assignment that can be used as the basis for an internship work plan*. In general, the student draws up a preliminary internship work plan based on the first meeting. He or she then submits the plan to the organisation offering the internship and the supervising lecturer. Students may begin the internship only after the internship work plan has been approved by the parties involved. The university recommends that all parties be invited to a meeting to discuss the work plan before approving it by signing the Internship Work Plan form.

The internship work plan consists of two sections: The Internship Work Plan form (the cover sheet) with the basic information, such as the signatures, and the content of the plan in the Internship Work Plan. The body of the plan is written by the student and must contain the following information:

- A description of the internship (organisation, assignment)
- A description of your motivation and your learning goals.
- Agreements on the method and intensity of supervision by both the organisation offering the internship and the supervising lecturer.

10. THE INTERNSHIA AGREEMENT

The School of Engineering and Geology, the organisation offering the internship and the student must draw up an internship agreement to record a number of legal in writing. The internship work plan is included as an attachment to the agreement in order to record the content.
Although verbal agreements are as valid and binding as written agreements, a written agreement is vital in order to ensure that all parties have the same information and 'rules' for the internship. This prevents later differences in interpretation of what has been agreed upon exactly. Signing a agreement before starting the internship prevents a situation from arising in which the parties must renegotiate the internship rules in the event of a disagreement.

The School of Engineering and Geology has a model internship agreement available for download from the internship section in website. This internship agreement must be signed by three parties: the organisation offering the internship, the student and the Head of Internship and Student Affairs on behalf of the School of Engineering and Geology. The supervising lecturer is named in Article 1 and need not sign the agreement, although he or she must sign the work plan. The agreement must be completed and signed before starting the internship.

11. SUPERVISION DURING THE INTERNSHIP

The supervisor appointed by the organisation providing the internship will provide supervision during the internship, SEG’s and internship heads will assign a person that will be the weekly supervisor. This supervisor will introduce the intern to the organisation and explain the tasks to be completed, and he or she will act as the first point of contact for questions and problems. The internship work plan describes the type and frequency of supervision agreed upon with the supervising lecturer.

During your internship you must keep a log book with daily or weekly notes, work reports and minutes of meetings. You send this log book to your supervising lecturer at least three times. The supervising lecturer will give you feedback, in order to give direction to your learning progress. This log book can be used as a source when writing the internship report. In addition you may contact your supervising lecturer through mail or phone, or you can arrange to meet individually or with all students who are currently doing internships. In general, the supervising lecturer must visit the intern on location at least once during the internship, preferably during the final review meeting.

Any problems that arise during the internship should first be dealt with by the supervising lecturer and the internship supervisor. For 'technical' or procedural questions, or in the event that a conflict arises, the parties can turn to the Student Desk.

12. THE INTERNSHIP REPORT

Every internship results in an internship report. In order to prevent delays in your studies, the Internship office recommends that you write the report during the internship period or immediately afterwards. The internship report is usually written in English.

The internship report cover sheet should contain the following information:

a. The name of the organisation offering the internship, including the department or project name;
b. The name of the organisation’s internship supervisor; c. The student’s name, student number, study programme and specialisation, faculty and university;
d. The name of the supervising lecturer or professor; e. The internship period.
The internship report consists of two sections: an evaluation section in which you review the internship (what have I accomplished, what have I learned), and a description of the 'product' resulting from the internship.

The evaluation section should reflect an academic level of thought and effort. Especially for Master’s internships, you should be able to apply the experiences gained in a reflective report in which you describe the relationship to the knowledge gained during your education.

For both Bachelor’s and Master’s internships, the report must display sufficient depth and analytic thought.

The internship report should include the following information:

f. An introduction describing how the internship originated, the reasons for choosing this internship position and the original expectations.

g. Information about the internship position, a description of the organisation (purpose, structure, department’s position in the organisation).

h. A description of the internship assignment as worded in the internship workplan.

i. An accurate description and justification of the tasks performed.

j. A description of any problems that occurred during the internship.

k. The intern's opinion of whether the learning goals formulated in the working plan have been achieved.

l. A critical reflection of the tasks performed and the real-life experience gained.

(What did you learn? To what degree were you able to apply the knowledge and skills gained during your education?)

13. FINAL EVALUATION AND GRADING

Regardless of the type of internship, the final responsibility for evaluating and grading your internship lies with the supervising lecturer from Gollis University.

The evaluation and grading is largely based on the internship report, but naturally your performance during the internship is also taken into account. Your performance is assessed during a (virtual or physical) meeting between your internship supervisor and the supervising lecturer. As a guideline the internship supervisor is asked to fill out the form Feedback and Evaluation Internship (attached).

The internship report is evaluated on the basis of a standard assessment form. The supervising lecturer fills out the form and gives feedback on all relevant aspects.

In determining the grade the quality of the internship report (both the evaluation section and the ‘product’ section) is the deciding factor. The assessment of your performance during the internship can influence your grade by a half-point at the most. However, your performance must be graded as sufficient.

In order to successfully complete your internship, you must have a passing grade for all aspects (your performance during the internship, evaluation section and ‘product’ section of your report). If your grade for the internship report is between 3.0 and 4 you will get one opportunity to repair your grade. If you have a passing grade for the internship report, but your performance during the internship is assessed as insufficient, the SEC’s Dean and Internship office must be consulted about a possible solution. Both student and internship supervisor must alert the supervising lecturer as soon as possible. in case of problems.
14. INFORMATION ABOUT INTERNSHIPS

Gollis University/ Internship Office
Tel. 00252-634428962
E-mail: mcali2014@gmail.com
Internet: http://www.gollisuniversity.org
15. FEEDBACK & EVALUATION INTERNSHIP

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<td>Name of the student</td>
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<td>Student number</td>
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<td>Bachelor/Master programme</td>
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<tr>
<th>INTERNSHIP</th>
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<td>Name of organisation</td>
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<td>Start date</td>
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<td>Level and type of internship (check the appropriate box)</td>
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<td>☐ Bs level, work internship</td>
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<td>☐ BA level, research internship</td>
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<td>☐ Master, research internship</td>
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<th>SUPERVISION</th>
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<th>INSTRUCTOR (GU LECTURER)</th>
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<th>CONFERENCE SUPERVISOR - INSTRUCTOR</th>
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<td>☐ by phone/skype</td>
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<td>☐ during visit to organisation providing internship</td>
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<th>SIGNATURE INTERNSHIP SUPERVISOR</th>
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<td>Date</td>
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At least two weeks before the end of the training period, the internship supervisor is requested to fill out this form and return it to the lecturer from Gollis University who is acting as internship instructor. The instructor will then contact the supervisor to discuss and evaluate the performance of the student during the internship. After this consultation, and once the final grade has been determined, the form is also send to the student.

The instructors from Organization and Gollis University are responsible for the final assessment and grading of the internship. The instructor will take into account the feedback and evaluation of the daily supervisor. This form is the basis for a conference between supervisor and instructor about the performance of...
The student during the internship. Please fill out this form in as much detail as possible, in order to give a good indication of the student’s achievements.

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<tbody>
<tr>
<td>a. Effort &amp; motivation</td>
<td>involvement; enthusiasm; effort; active participation; seizing learning opportunities; creativity, perseverance</td>
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<td>feedback:</td>
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b. Independence
planning; structured and independent work; meeting deadlines; keeping agreements; showing initiative; capable of justifying choices

feedback:

c. Collaboration
Integration in the team; listening; active participation; receiving feedback/criticism; giving feedback; flexibility

feedback:

d. Accuracy
completeness; clear notes and reports; professional finishing of products; careful dealing with information

feedback:

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<tr>
<td>a. Knowledge</td>
<td>level of knowledge, application of knowledge, insight in structure and organisation of future field of employment</td>
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<td>feedback:</td>
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b. Problemsolving
   *identifying problem; translation to concrete questions and proposals to solve problem*

   feedback:

   c. Reflection & selfmanagement
   *critical attitude towards own functioning; insight in shortcomings; ability to adapt*

   feedback:

   d. Communication skills (oral and inwriting)
   *Correct use of English; communication style*

   feedback:

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| OTHER REMARKS             |               |              |        |

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