

# Internship

## Why an internship?

An internship is a gradual way to explore the professional field, to learn from practice, to develop further and to gain insight into your own capacities, wishes and ambitions. This can help you choose a Master's or determine which direction you want to go in after you have graduated. In addition, the experience and contacts you gain during an internship are often of great value for the rest of your studies and later career. Ultimately, employers can really appreciate practical experience on your CV.

## What does an internship entail?

During an internship you will continue the learning process in practice. The main purpose of an internship is that the intern gains work experience, usually in the context of the training that the intern follows. For example, you practice how to apply the theory from your training in the workplace. Often an internship agreement is concluded between the employer and the intern.

There are different types of internship:

1. **An internship as a compulsory part of your regular study programme.**
2. **An internship as an optional part of your regular study programme.** For example, if you add the internship to your study programme as an elective, within your free space or in a minor.
3. **Extra-curricular internship outside your regular study programme.** You will then receive extra credits, on top of the compulsory credits within your study programme. This is an option, for example, if you have experienced a delay in your study program or if you wish to obtain additional practical experience.
4. **Voluntary internship:** you will then do an internship *completely outside of the scope* of your education. The university is not involved in this type of internship. You will therefore not receive any guidance, there are no credits for your internship and there will be no mention of your internship on your diploma. Please note: caution is advised with this type of internship, because organizations can easily abuse this type of internship. The main goal of an internship is that the intern learns, and therefore receives the right guidance, is able to make mistakes, bears no ultimate responsibility and does not make (unpaid) many working hours or production. If this is not the case, the work may constitute a job and the 'trainee' is legally entitled to the minimum wage. Before you start, make sure that a good internship agreement has been concluded, which contains clear agreements and conditions about the supervision you receive and the responsibility that you bear.

## Would you like to know more about internship agreements and what to look out for?

- Read more about the differences between an internship, work experience placement or a job via the website of the central government.
- An alternative is to investigate whether you can do the same work as a (parttime) job rather than an internship. The following also applies to this: make sure you have a good employment contract.
- Take a look at the national internship agreement from the UNL via [universiteitenvannederland.nl](https://www.unl.nl/universiteitenvannederland.nl).

## What types of internships are there?

There are different types of internships:

- **Internship:** During this internship you will observe the daily practice of a professional. Usually you have an observation assignment, but you do not carry out any further work yourself.
- **Research internship or graduation internship / assignment:** During this internship you will conduct practical research. You will often write a thesis as part of this research. Sometimes you also submit another report for the professional practice after your internship, for example an advisory report.
- **(Practice) Internship / fieldwork:** during a 'normal' internship you carry out professional activities yourself in practice. Together with your supervisor, you will see which steps you can take during your internship to further develop yourself. Sometimes an internship report is part of the assignments that you have to complete.

What kind of internship you will do depends on your study programme and the space you have in it for your own interpretation. Often a combination of the above internships is possible. The requirements and periods for internships within your study programme can be found via the [appendix 'internship overview'](#).

## Which requirements do you have to meet to do an internship?

In order to do an internship, you usually have to meet certain conditions. Such as:

- You have obtained a certain number of credits / courses, so that you have already acquired the necessary basic knowledge of the field to be able to do a successful internship there.
- You have an approved internship setup, internship location and internship supervisor.
  - o The internship covers a certain duration and length (minimum / maximum number of hours).
  - o There is a clear link between the internship and the content and level of your study, the internship contributes to the learning outcomes of the study, the duration and length (minimum / maximum number of hours).

The requirements and periods for internships within your study programme can be found via the [appendix 'internship overview'](#).

## How do you find an internship?

With most studies<sup>1</sup> you will look for a suitable internship yourself. In principle, there are two ways to find an internship: you can dive into the internship offer and/or actively search for companies/organizations that interest you.

### Offer

- Radboud Platform Career Central; on this platform organisations, companies and alumni that feel connected to Radboud University can offer their internship vacancies for free.
- LinkedIn group or page of your study programme / faculty
- Brightspace of your education / internship course

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<sup>1</sup> There are a few exceptions where the study actively mediates in this regard.

- Investigate through your study where former students have done their internship. Your lecturers often have a wide network with many former students.
- The study programme / study association sometimes organizes an internship market / internship day.
- Intermediary student organizations: Integrand, AIESEC.
- Internship websites ([see appendix 'list with internship websites'](#))

### **Go look for yourself**

If you do not want to be dependent on what is on offer and have a clear idea of the kind of organization you would like to do an internship at, you can take matters into your own hands. Open application regularly appears to be a successful approach. You do not apply for a position, but introduce yourself to a company and make an inventory of the internship opportunities. Often there is more possible than is offered via websites.

### **Need help?**

You can find tips for finding suitable organizations in the 'networking' and 'LinkedIn' module [in the Brightspace Toolbox Career Orientation](#). In this toolbox you will also find tips for applying.

Do you need more help finding an internship or applying for a job? In that case, you can [contact the Career Officer of your faculty](#).

## **Is your internship suitable? How can you have the internship be approved?**

If you have found a suitable internship, request approval for your internship before starting the internship. Your internship position is approved via Osiris, your internship coordinator, your Career Officer, your programme coordinator or your examination board. Check with your own study programme how the application procedure and approval is arranged. You will often find this in the internship regulations or the examination regulations of your study programme. Make sure to submit your application on time to avoid starting at an internship that cannot be approved. You can only get started after your internship agreement has been endorsed by all parties involved.



## Appendix 1: Internship overview

Faculty
<a href="#">Faculty of Management</a>
<a href="#">Faculty of Social sciences</a>
<a href="#">Faculty of Philosophy, Theology and Religious Studies</a>
<a href="#">Faculty of Medical sciences</a>
<a href="#">Faculty of Arts</a>
<a href="#">Faculty of Law</a>
<a href="#">Faculty of Science</a>

## Appendix 2: List of internship websites

**Theme:**

- [Government](#)
- [Sustainability](#)
- [International](#)
- [Media and culture](#)
- [Consultancy and advise](#)
- [Other](#)

Theme	Websites
<b>Government Overheid</b>	<a href="#">Werken bij de overheid</a> <a href="#">Stages bij Buitenlandse Zaken</a>
<b>Sustainability</b>	<a href="#">Duurzame stagebank</a> <a href="#">Duurzame Stage Hub</a>
<b>International</b>	<a href="#">Werken voor een internationale organisatie</a> <a href="#">South-Africa Desk</a> <a href="#">OneWorld</a> <a href="#">Paid internship abroad</a> <a href="#">AIESEC</a>
<b>Media and culture</b>	<a href="#">Culturele vacatures</a> <a href="#">Mediastages</a>
<b>Consultancy and advise</b>	<a href="#">UniPartners</a> <a href="#">Integrand</a>
<b>Other</b>	<a href="#">Stageplaza</a> <a href="#">StageMax</a> <a href="#">Stagemotor</a> <a href="#">Joblift</a> <a href="#">Magnet.me</a> <a href="#">Studentenbureau</a>