

March 2018

Internship Regulations for Bachelor's Programme in International Economics and Business

From internship proposal to internship
report

Introduction

The Bachelor's track in International Economics and Business includes the option of doing an internship abroad with an institution or organisation related to the field in semester 3.1. Students in this Bachelor's programme can receive course credits (ECTS credits) for the internship. This document describes the regulations and procedure for obtaining credits for the internship. It also includes information on the guidelines for the internship proposal, internship report, and assessment.

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1. The regulations and learning objectives

Doing an internship is a way to become acquainted with your future profession. During semester 3.1, the semester abroad, it is possible to do an internship. Of course, you can also do an internship at some other time if you have a different study schedule.

You can obtain 12 ECTS credits for the internship. The internship needs to be equivalent to 12 ECTS credits or in other words at least **336 hours** (around 9 weeks of full-time work). The internship can, of course, also be done part-time if the total scope is equivalent to at least 336 hours (12 ECTS credits).

1.1 Types of internships and learning objectives for internships

The programme makes a distinction between 'job-shadowing internships' (a so-called 'meeloopstage' in Dutch which is more practically oriented) and 'research internships'. Unlike a job-shadowing internship, a research internship also includes an academic research component. You cannot obtain any ECTS credits for a job-shadowing internship.

The key objectives of an internship are to apply theoretical knowledge and insights to actual practice, gain profession-specific skills and become acquainted with the future profession. The substance of the internship must encompass a combination of the following learning objectives:

Application of economic knowledge and insights: the student is able to tackle and clarify a problem using economic knowledge and insights and to formulate, implement and evaluate potential solutions or interventions. The student can also apply insights already gained;

Application of academic research skills: the student is able to address a specific problem in a systematic way and to become familiar with collecting and analysing relevant information at the internship organisation;

Further development of social and communication skills: the student is able to operate in a professional working environment and to deal with and help resolve problems together with others. The student can operate in interdisciplinary partnerships if the work lends itself to this. In addition, the student can, using clear, correct language, report on the particular problems, solutions or explanations, implementation and findings;

Becoming acquainted with the future profession: the student is able to reflect on his/her own skills and knowledge in the light of a follow-up programme and/or the future profession.

1.2 Conditions for receiving credits

To a large extent, achieving the learning objectives for the internship will depend on the internship organisation and the work, which the student performs there. The conditions for granting ECTS credits are as follows:

- ✓ the internship proposal must include a combination of the above-mentioned learning objectives;
- ✓ the work must fit in with the Bachelor's track International Economics and Business;
- ✓ the internship assignment must entail at least 336 hours (or 9 consecutive weeks of full-time work or a longer period of part-time work);
- ✓ the organisation giving the assignment must agree to supervise and assess the intern and must approve the internship proposal;
- ✓ the internship proposal must be timely (at least four weeks before the start of the internship) submitted to and approved by the Examining Board;
- ✓ the student must receive a passing grade for the internship and the report.

The internship assignment must also satisfy the following other conditions:

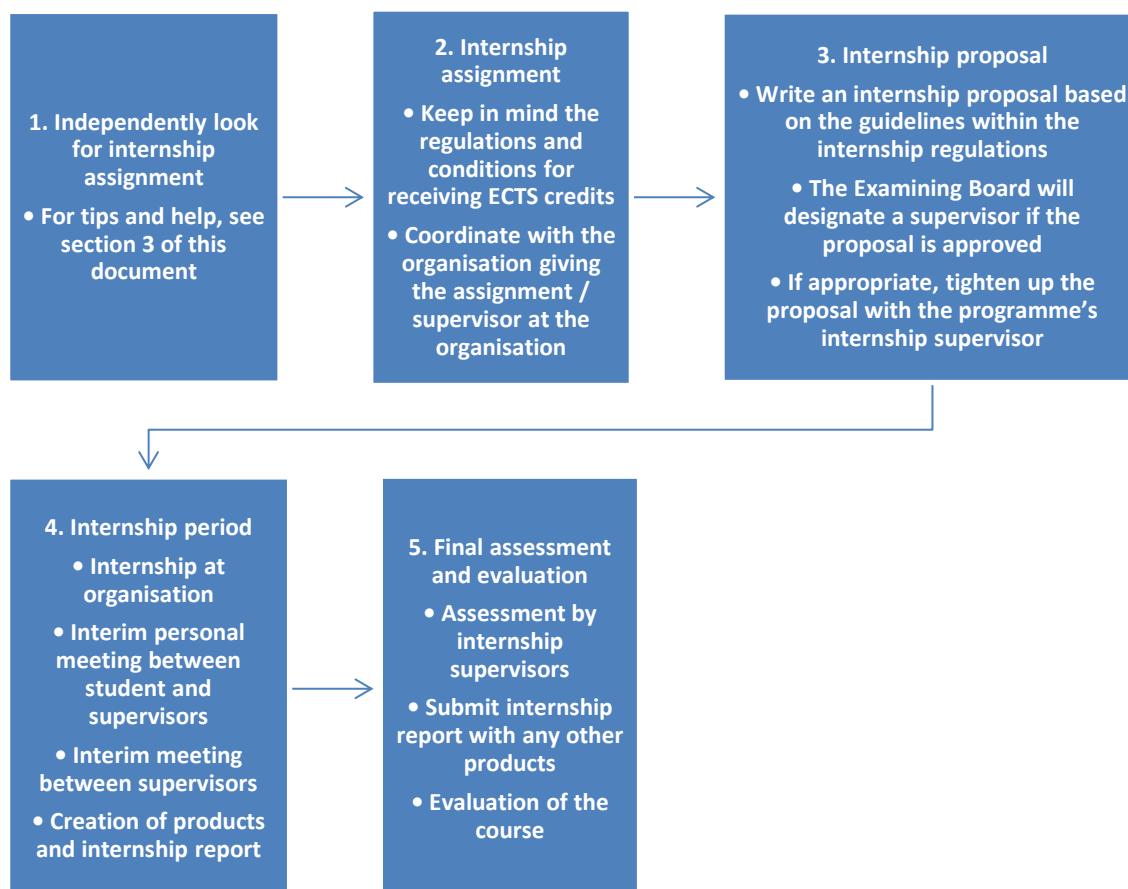
- ✓ the area of work must be related to the object of the International Economics and Business track at Radboud University Nijmegen;
- ✓ the work must serve a function for the organisation;
- ✓ the work must be delimited in such a manner that the student can reasonably complete the internship assignment during the internship period;
- ✓ the organisation must be willing to invest time into supervising and assessing the student;
- ✓ the organisation must be willing to make written agreements on the mutual rights and obligations.

2. The procedure

In all cases in which the student wants to do an internship as part of semester 3.1, the student must request permission on time from the Economics and Business Economics Examining Board to do the internship.

Note: Make sure that you start writing your internship proposal on time! **If you have already begun the internship before the Examining Board has approved the proposal, you run the risk that you will *not* be granted any ECTS credits for the internship. Keep this in mind!**

The procedure is shown in the following diagram:



3. Finding an internship assignment

3.1 Looking for an internship assignment

The student himself/herself is responsible for finding an internship. There are various possibilities for finding an internship, for example, through your own, or your friends' or family's, networks. You can also consult the 'Working at' websites and LinkedIn profiles of employers, which interest you. Several organisations on campus can help you look for an internship as well. These organisations include:

1. Via partner universities;
 - Higher School of Economics (HSE), Russia, Doing business in Russia;
<http://stageinrusland.org/>
 - Tecnocampus, Spain, <https://www.tecnocampus.cat/>
 - Tecnológico de Monterrey; <https://tec.mx/es>
2. Career Service
www.ru.nl/nsm/careerservice
3. Integrand: Gymnasium -1.270
<http://www.integrand.nl/>
4. ESV Nijmegen
www.esv nijmegen.nl
5. AIESEC Nijmegen: Gymnasium -1.300
<https://www.aiesec.nl/offices/nijmegen/>

You should begin searching for an internship at least four to five months beforehand. International organisations frequently follow a set procedure for distributing internships.

3.2 Preparation for internship

Take the following into account when making initial contact with the organisation:

- if necessary, discuss your plans with your study advisor at an early stage;
- describe, as specifically as possible, what you would like to do or what you are interested in if there is not a well-defined assignment;
- be sure that you have a clear idea of the organisation's activities and your role in this;
- ask what the work consists of. Variation in the activities is desirable;
- ask who the internship supervisor will be at the internship organisation and the frequency of supervision meetings;
- find out about the working hours, any salary and insurance. If appropriate, discuss reimbursement for the travel costs. Record the agreements – including those on supervision, etc. – as far as possible in an internship contract (some internship organisations have standard internship contracts);
- naturally, you want to make the best possible impression with the organisation where you would like to do an internship. For help in preparing the application (including CV and letter), please schedule a meeting with our Career Service department www.ru.nl/nsm/careerservice

4. Internship proposal

After attuning the internship assignment to the organisation's needs and the programme's criteria, the student must be able to independently write an internship proposal, which can be submitted to the Examining Board. In assessing whether to grant ECTS credits for the internship, the Examining Board will rely on the proposal. The proposal must detail the following aspects in about two typed pages (A4 format paper, 1.5 line spacing):

1. the name of the internship organisation and the department where you will be doing the internship, together with this organisation's web address;
2. the name of the internship supervisor at the internship organisation (including title, address, e-mail address and telephone number);
3. the duration of the internship (a consecutive nine-week period or part-time equivalent: indicate working days and total number of hours);
4. the period in which the internship will take place;
5. the nature of the internship: research internship
6. the reason for the internship, the learning objectives within the internship regulations translated into the student's own learning objectives and a concise description of the internship assignment (for research internships also: a description of the objectives, research question, systematic approach and the products to be generated);
7. a substantive description of the work during the internship, together with arguments why this work fits in with or is relevant to the International Economics and Business track
8. the agreements made with the internship organisation.

You must submit the proposal to the Examining Board in writing. You can do this by post to the following address:

Economics and Business Economics Examining Board
 Attn: Dr. A. de Vaal
 P.O. Box 9108
 6500 HK Nijmegen

The internship proposal may also be delivered to the programme's secretarial office.

5. Supervision

The *internship supervisor at International Economics and Business* will primarily be involved in the final assessment (see later in this document). However, if *problems arise before then* concerning the course of the internship, the intern must contact the internship supervisor at International Economics and Business as soon as possible.

The *internship supervisor within the organisation* will be the person with whom the progress of the work (and any problems in this respect) are discussed and who will give his/her assessment on the organisation's behalf when the internship ends. You should schedule periodic progress appointments with your supervisor within the organisation beforehand. Not only is this crucial for the progress of your internship, but regular contact will also ensure that the supervisor has a better idea of your efforts and performance, which may in turn affect the supervisor's assessment at the end of the internship.

Interim progress interview with supervisors

A progress interview between the intern and the organisation's internship supervisor will take place at the midpoint of the internship period. The student will draw up a report of this interview, which will be signed by both parties upon approval. The student will send the programme's internship supervisor a copy of this report. If, however, problems arise during the internship, for example, regarding the progress of the internship or major changes in the nature of the work, the programme's internship supervisor should also be contacted. *Further to this report, the programme's internship supervisor will contact the supervisor from the organisation to discuss the progress.* Additionally, the student should schedule a separate interim appointment with the supervisor from the programme to discuss the progress of the internship and internship report.

6. Internship report

An *internship report* will be submitted to the programme's internship supervisor at the end of the internship. The assessment will be based on this report. To formulate a proper internship report, you are well advised to start making notes in a log from the beginning of the internship about your own actions, the organisation and the ideas which you come up with. This will ensure that you have input for the report, which is often written at a later stage.

The *internship report* must satisfy the following requirements:

- The final version of the report should be submitted in hardcopy *and* digitally **no later than one month** after the internship period ends.
 - Hardcopy: one copy for the organisation's internship supervisor and one copy for the programme's internship supervisor.
 - Digitally: on blackboard via BPRO165.
- The internship will be concluded with an *internship report* (10 to 15 typed pages, A4 format paper, 1.5 line spacing).
- The internship report should be structured as follows:
 - A *cover page* with a title, the student's name and student number, the date on which the report was submitted, the length of the internship period (with start and end dates), the number of ECTS credits granted, the internship organisation, and the names of the internship supervisors.
(If the internship organisation indicates that certain elements of the internship report are confidential, this must be clearly stated on the cover page. In this case, the report will only be accessible to the academic staff and a periodic assessment committee.)
 - A *summary* of the internship, describing the major duties, activities and results. This summary should be no more than 300 words.
 - An *introduction* setting forth the essential elements of the internship proposal (the problem/topic which the internship focused on, duties and activities), the student's learning objectives (both personal and academic in nature), and the intended contribution made by the internship to the internship organisation.
 - A *description* of the internship organisation, the intern's position or place in this, and his/her duties in relation to the specific needs or problems of the organisation. The intern should also make clear what his/her contribution to the organisation was, that is, how the internship made a positive difference for the organisation with respect to certain organisational problems or needs.
 - A *substantive report* of the internship assignment (statement of problem), the method utilised and the results.
 - *Academic reflection* on the internship as regards the general learning objectives for the internship and the specific learning objectives for the student. The significance of the internship for the intern's training as an economist in terms of knowledge, insights and skills must be clear here. An explanation needs to be given about how the internship relates to particular theories, methods and concepts with which the intern has become familiar as part of the International Economics and Business Bachelor's programme or which the intern has studied as part of the internship and in writing this report. The *process* should also be reflected on. Were the duties under the internship proposal carried out and, if not, can this discrepancy be justified?

Did the student play a positive role in the working relationships, which the student encountered? Did the student display enough initiative in solving problems, which cropped up during the internship?

- A *conclusion* concerning the internship. This portion of the report should contain a conclusion about the internship, including the intern's views on the possible strong and weak aspects of the internship. In retrospect, would the student have done things differently, and why? What did the internship teach the student, including with respect to possible future career prospects? This section should also include clear, specific recommendations for the internship organisation.
- A *bibliography*. The literature referenced by the student, for example, in the reflective portion, must be included in a bibliography.
- *Appendices*:
 - an overview of the internship activities;
 - a report of the interim interview with the organisation supervisor;
 - the potential products for which the internship was responsible, such as certain organisational charts developed as part of the internship or certain reports written by the intern;
 - an assessment by the supervisor within the organisation.
- The internship report must meet the academic requirements concerning layout, bibliographic references, grammar, spelling, style, clarity and readability.

The report will **not** be assessed without:

- ✓ the products created in connection with the internship;
- ✓ an assessment by the organisation's internship supervisor (see 'Internship assessment form for the organisation's internship supervisor');

7. Final assessment

7.1 Assessment

In the assessment, the organisation's internship supervisor will primarily emphasise the process, while the programme's internship supervisor will mainly concentrate on the internship report and any additional products.

The *assessment* of the internship will be based on the internship report, the interviews between the student and the programme's supervisor, and the internship organisation's conclusions. The assessment of a research internship will be expressed as a grade. The assessment of a research internship can consist of one of the following valuations: unsatisfactory; satisfactory (6); very satisfactory (7); good (8); very good (9) and excellent (10). If the internship is assessed as unsatisfactory, if deemed fitting an action plan will be drawn up to complete the internship satisfactorily. In that situation, the maximum result, which can be obtained is a grade of 6.0 for a research internship.

7.2 Evaluation

After the final assessment, you can fill out the online evaluation. Twice a year students will get an invitation to fill this out.

The internship will be evaluated as a course. At the end of the academic year, the internship coordinator will give a lecturer response to the evaluations. The evaluations will also be discussed once a year, in anonymised form, within the programme committee.

Publication

These regulations will be published through the study advisor, on the website and on Blackboard, or at other appropriate locations. The assessment forms are to be found in the appendix.

Appendices:

1. Internship assessment form for the organisation's internship supervisor
2. Internship assessment form for the programme's internship supervisor

Internship assessment form for International Economics and Business

Nijmegen School of Management, Radboud University

For the internship supervisor from the internship organisation

Student's name:

Internship organisation, location:

Duration and period:

Internship supervisor:

Assessment date:

This form is to be completed by the internship supervisor and should be attached to the internship report by the student as an appendix. The internship supervisor will also e-mail it separately to the supervisor from the programme.

Please indicate the degree to which the internship and the internship report meet the following criteria by placing the grade in the appropriate column. Please also round off the final grade to one decimal place.

Assessment criteria	Grade (0-10)	N/A
1. Attitude (25%)		
a. Display of initiative	..	
b. Enthusiasm		
c. Display of initiative		
d. Dealing with other staff		
e. Dealing with clients		
2. Way of working (25%)		
a. Independence	..	
b. Fulfilment of agreements		
c. Speed of work		
d. Meticulousness		
e. Creativity		
3. Communication skills (25%)		
a. Presentations	..	
b. Communication during discussions/meetings		
c. Communication by e-mail or phone		
d. Handling feedback		
4. Reporting (25%)		
a. Substance	..	
b. Writing style		
c. Usefulness: Practical relevance of the internship report's conclusions and recommendations to the internship organisation		
Final grade:	..	

Comments:

Internship assessment form for International Economics and Business
Nijmegen School of Management, Radboud University

For the internship supervisor from the programme

Student's name:

Internship organisation, location:

Duration and period:

Internship supervisor:

Assessment date:

Formal requirements	Yes	No
1. The internship period was at least 336 hours (12 ECTS credits)		
2. The Examining Board approved the internship plan beforehand		
3. The internship report was submitted within one month after the internship ended		
4. The internship report includes a report on the interim meeting between the organisation's internship supervisor and the student		
5. The file (including internship report and assessment forms) was sent to internship coordinator		

Please indicate the degree to which the internship and the internship report meet the following criteria by (a) placing **the grade** for a research internship in the appropriate column and rounding off the final grade to one decimal.

Assessment criteria	Grade for research internship (0-10)	N/A
1. Assignment (20%)		
a. Clear description of the assignment, duties and work	..	
b. Clear description of and link between the student's own learning objectives and the general learning objectives for the internship		
c. Clear description of the internship organisation and its own contribution to the internship assignment		
2. Substance and reflection (40%)		
a. Clear description of the results and findings	..	
b. Application of academic research skills (systematic approach to problems, and collection and analysis of information)		
c. Sufficient, proper use of economic knowledge, insights and skills		
d. Degree to which the original internship plan was adhered to (or choices to deviate from this were clearly explained)		
e. Sufficient initiative was taken to solve problems		
f. Clear description of the performance in a team connection		
3. Conclusion (20%)		
a. Usefulness: Practical relevance of the internship report's conclusions and recommendations to the internship organisation	..	
b. Sufficient critical examination of the student's own weaknesses		
c. Sufficient critical examination of the student's own strengths		
d. Clear description of the future plan and the contribution of the internship to this		
4. Reporting (10%)		
a. Clear writing style and readability	..	
b. Quality of formal aspects: grammar; spelling; references; bibliography, etc.		
5. Assessment by supervisor from organisation (10%)	..	
Final assessment:	..	
Comments:		