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

From internship proposal to internship
report

Introduction

The Bachelor's programme in Economics and Business Economics includes the option of doing an internship in the Netherlands or abroad with an institution or organisation related to the field. Students in this Bachelor's programme can receive course credits (ECTS credits) for the internship. This document describes the goals and objectives of an internship as well as 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. The electives within the Bachelor's curriculum are structured so that you can do an internship in the first semester of your third year. Of course, you can also do an internship at some other time if you have a different study schedule.

You can substitute the internship for two electives, each worth 6 ECTS credits. 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). The internship may also be equivalent to 18 ECTS credits, or 504 hours, but the Bachelor's programme total of 180 ECTS credits will then be increased by 6 extracurricular ECTS credits. You can never receive more than 12 ECTS credits for a 'job-shadowing' internship (a so-called 'meeloopstage' in Dutch).

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. The learning objectives and the assessment are therefore also somewhat different (see section 7 and assessment form). Academic research skills are not or are less of a focus with job-shadowing internships.

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 (not applicable to job-shadowing internships): 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. He/She 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 Replacement of Qualitative Research Methods

Students in the Business Economics track may replace the course Qualitative Research Methods (6 ECTS credits) in block 1 of the third year with an internship. In addition to this replacement, a maximum of one elective course (6 ECTS credits) can be replaced by an internship. Together with the application for approval of the internship this replacement must be requested at the Economics and Business Economics Examining Board.

1.3 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 internship activities must be related to and fit in with the Bachelor's programme in Economics and Business Economics;

- ✓ 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 agrees to supervise and assess the intern and has to 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;
- ✓ An Internship Agreement for Academic Education that is fully completed and signed in triplicate (See also 6: this internship agreement can be downloaded on Brightspace via Content\Internship Agreement).
- ✓ 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 Economics and Business Economics programme at Radboud University;
- ✓ 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.

1.4 Possible combination of internship with Bachelor's thesis

The student may combine the internship with writing a thesis. The student can combine the internship and writing a thesis in two different ways.

Option 1: You work on a single study (in this case, for your thesis, for example, a case study) within a company. You might also perform other work (such as job shadowing) within the company. You will determine this work together with the company, and the work will not fall within the domain of the thesis.

If you combine the thesis and internship in this manner, you will only receive the normal course credits for your thesis and not for the internship. Obviously, you will not need permission for this from the Examining Board, because you will not be getting any ECTS credits for the work within the organisation. The thesis supervisor will merely assess the thesis and not the internship work!

Option 2: You perform two independent studies (both your thesis and your internship report regarding the internship). If you wish to do this combination, you will get credits for both your internship (12 ECTS credits) and your thesis (12 ECTS credits). Your thesis supervisor may also be a different lecturer than your internship supervisor, as thesis supervisors are designated later.

If the student desires this combination, the student must submit two separate products:

- one for the internship (i.e. the internship report); and
- one for the Bachelor's thesis.

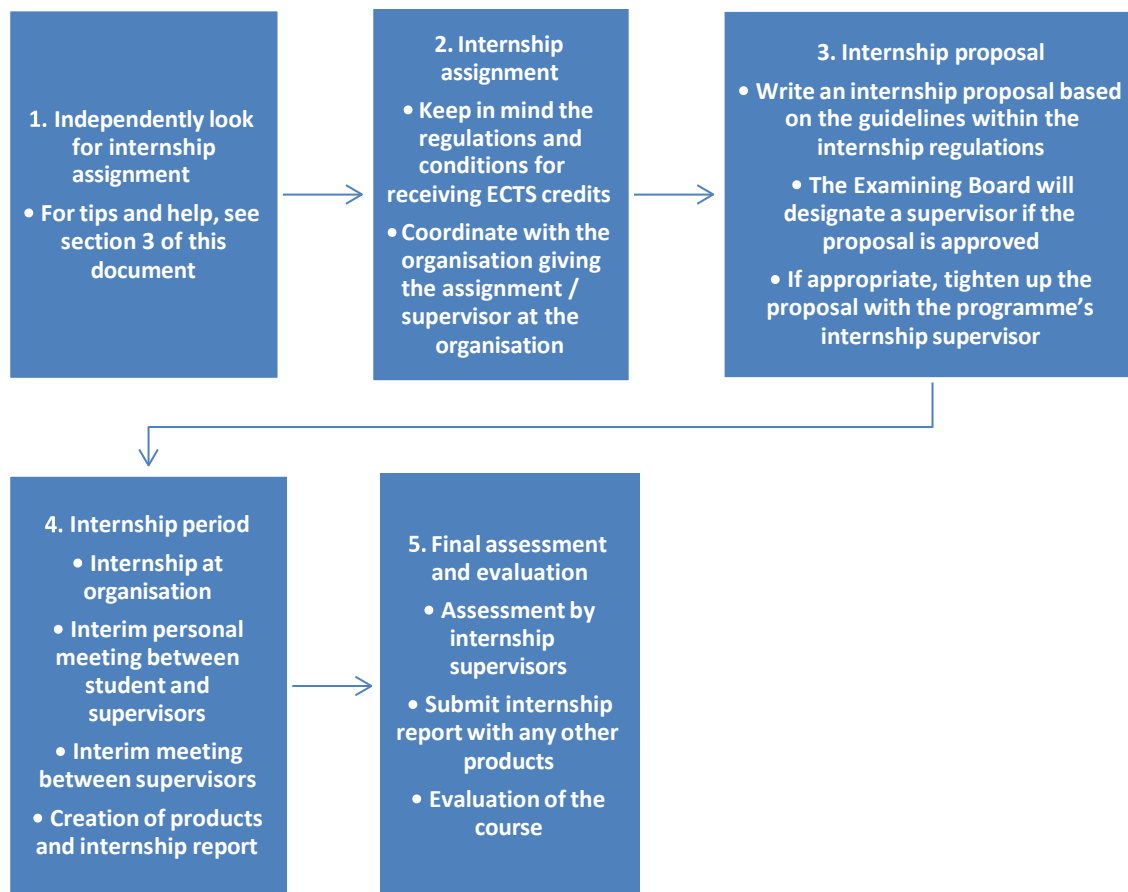
Note, however, that, with option 2, you will be expected to be present at your internship address for at least 336 hours, because you will be receiving credits for this. This option is almost impossible to do in combination with the mandatory courses in the second semester of the third year and hardly ever occurs in practice.

2. The procedure

In all cases in which the student wants to do an internship to substitute for electives (and/or replacement of Qualitative Research Methods in the Business Economics track), 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:

For internships in the Netherlands

1. Career Service:
<https://www.ru.nl/fm/careerservice/>
2. Integrand
<http://www.integrand.nl/>
3. ESV Nijmegen
www.esv nijmegen.nl

For internships outside the Netherlands

4. AIESEC Nijmegen:
<http://www.aiesec.nl/nl/>

Career Service

<http://www.ru.nl/fm/careerservice/studenten/aanbod-stages/>

Other interesting links:

www.stage.nl
www.stageplaza.nl
www.stagemotor.nl
www.afstudeerstage.nl

You should begin searching for an internship at least three months beforehand. For foreign or international internships, you need to contact the relevant organisation much earlier, often as much as a year in advance. 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 cover letter), see: <https://www.stage.nl/info/sollicitatietips> and <https://www.ru.nl/studenten/services/carrierehulp>.
- In the spring, the programme generally organises an information event in conjunction with the Career Service to discuss practical matters and tips on internships and applications. It is strongly recommended that you attend this event.

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: (1) job-shadowing internship; (2) research internship or (3) a combination of (1) and (2);
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 Economics and Business Economics programme;
8. the agreements made with the internship organisation.

You must submit the proposal to the Examining Board in writing. This can be done online via de STIP-site (www.ru.nl/nsm/stip) or you can do this by post to the following address:

Economics and Business Economics Examining Board
Attn: Mr. 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

You will have two internship supervisors: the internship supervisor within the organization where you do your internship and an internship supervisor from Economics and Business Economics.

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.

The *internship supervisor from the Department of Economics and Business Economics* 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 Economics and Business Economics as soon as possible.

Interim progress meeting

There is a progress meeting between the intern and the internship supervisor within the organization halfway through the internship period. A report documenting this meeting is prepared by the student and, once approved, it is signed by both the intern and the internship supervisor. The student provides the internship supervisor a copy of this report.

If any unexpected issues or challenges emerge during the internship, such as disruptions to the internship's progress or significant alterations in job responsibilities, it is strongly advised that the intern promptly gets in touch with his/her supervisor from the Department of Economics and Business Economics. When deemed necessary, the internship supervisor from the Department of Economics and Business Economics will arrange a separate interim meeting with the student to address concerns regarding the internship's progress and related matters. Furthermore, if requested or deemed necessary, the internship supervisor from the Department of Economics and Business Economics will also establish communication with the intern organization's supervisor to assess the ongoing progress.

6. Internship agreement

The RU uses a standardized internship agreement for internships. This internship agreement can be downloaded on Brightspace via Content\Internship agreement or via:

https://universiteitenvannederland.nl/files/documenten/Publicaties/Stageovereenkomst_EN_def.pdf

You have to complete this Internship Agreement for Academic Education and it needs to be signed in triplicate by the intern, an authorized person from the organization where the intern is doing his/her internship, and the internship coordinator of Economics and Business on behalf of the RU (via geert.braam@ru.nl).

7. 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 digitally **no later than one month** after the internship period ends.

If requested by the internship supervisor at the organization and/or the internship supervisor at the study programme, please also submit a hard copy.

- 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.
- **Note (only for research internships):** 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 Economics and Business Economics 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 he/she 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');
- ✓ an evaluation of the internship. The link can be found on Brightspace and will be send to the student by email

8. Final assessment

8.1 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, while the assessment of a job-shadowing internship will be expressed as either a 'pass' or 'fail'. 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 'pass' for a job-shadowing internship and a grade of 6 for a research internship.

8.2 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 Brightspace, or at other appropriate locations. The assessment forms can be found in the appendix.

Internship coordinator

In case of questions about this internship regulations, please contact the internship coordinator Geert Braam (geert.braam@ru.nl)

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 Economics and Business Economics

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 Economics and Business Economics
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 (geert.braam@ru.nl)		

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 place OR (b) in the case of a **job-shadowing internship**, placing a **'pass'** or **'fail'** in the appropriate column.

Assessment criteria	Grade for research internship (0-10)	Valuation of job-shadowing internship (Pass-Fail)	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	..	N/A	
b. Application of academic research skills (systematic approach to problems, and collection and analysis of information)		N/A	
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	..	N/A	
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:			