

# Internship Minor Manual (Arts) 2020/2021

*change perspective*

Radboud Universiteit



# Your path to an Internship Minor

## **Internship Minor in the curriculum**

As from 2014/2015 each Bachelor's programme at the Faculty of Arts is comprised of 180 EC, 30 of which are reserved for minors. A minor is a coherent package of 15 EC. Every Bachelor's student is required to take (at least) two minors. The internship minor is intended for Faculty of Arts students who expressly want to orient themselves within the labour market as part of their studies and would like to get acquainted with the professional field. Students can register for the Internship Minor through Osiris (Register > Minor > search for 'Internship Minor' or use the code LET-LEMO1-15).

## **Why choose to do an internship?**

The Internship Minor is an excellent way to get acquainted with the professional field, bring theory into practice and acquire insight into your qualities and shortcomings. Furthermore, employees often check for practical experience on applicants' CVs: the Internship Minor gives you an edge over the competition.

## **Your degree programme in practice**

The internship offers a wonderful opportunity to get acquainted with the professional field related to scientific theory and research in the field of your degree programme. An internship enables you to apply insights and skills in professional practice. You gain important work experience which can be of great value for the rest of your studies and your later career.

## **Build a bridge between study and work**

Surveys among alumni continuously show that

there is a gap between degree programmes at a university level and professional practice, which only becomes clear as graduates start participating in the labour market. The Internship Minor smoothens your transition from student to employee and might prove to be of great relevance when applying for your first job.

## **Springboard to the future and building a network**

An internship often appears to be a stepping stone to a first job. Employers value applicants that have not only developed their competences within the walls of the university, but also know how to use them in a professional setting. You get the chance to show how your knowledge and skills can be applied to the 'workplace', and after your internship you will be able to demonstrate experience in a study-related job.

## **Insight into your competences and interests**

A majority of students feel they have insufficient insight into their professional identity and qualities. Students who have completed an internship generally have a much better idea of what they can do with their degree and know what kind of work motivates them. This helps them to better target their job applications and present themselves with more self-confidence.

## **How do I find an internship?**

In principle there are two ways of getting an internship: looking at what is being offered and/or actively searching yourself.

## Responding to others

- Career Service Arts plays an active role in this process. The internship database lists all vacancies the faculty has received. We also update students through our Facebook page.
- Student organisations such as Integrand and AIESEC help students find their internships.

## Search yourself

If you do not want to be dependent on what is being offered and you have a clear idea of the kind of organisation you would like to do an internship at, you may want to search for one yourself. In this case, open applications often appear to be a successful approach. You do not apply for a specific vacancy but you introduce yourself to the company and ask for possibilities.

## Help with orienting and applying

If you fail to find a suitable internship yourself, there is always the possibility to make use of the consultation hours of Career Service Arts. We have access to a wide network and can help you with your search strategy. Besides, we can advise you during your application process. Check our website for detailed information on how to write CVs and motivation letters and how to create digital profiles. If that leaves any questions unanswered, please feel free to make an appointment. If you want our Career Officer to take a close look at your CV or motivation letter, please send an email to [careerservice@let.ru.nl](mailto:careerservice@let.ru.nl) and attach said documents.

## I got offered a spot: what now?

Ultimately, your degree programme decides whether an internship meets the scientific requirements. This usually means there is a clear connection to your programme, you are given sufficient opportunities to apply and expand

knowledge and skills and that the internship must make a sufficient contribution to the qualifications of your Bachelor's programme. These criteria may vary.

It is possible to carry out a research project during your internship, however this is not mandatory. You are required to spend at least 420 hours on your internship minor. This includes writing your internship report. 420 hours is the equivalent of three months fulltime but it is possible to distribute the hours over a longer period of time. You determine the exact start and finish dates with the organization offering you an internship.

## Meet with the internship coordinator

Before you can apply for approval, you must make an appointment with the Career Service Arts internship coordinator. Together you discuss the activities, the organisation and the connection to your programme. This is a mandatory step in the process, so keep an eye on the online agenda on the website.

## Approval of your internship

Once you have found a suitable internship, you have been accepted and you have been in touch with the internship coordinator, you must request approval from your degree programme. This can be done as follows:

- Fill in and submit the approval form on the website.
- Career Service Arts verifies your application and sends it to your degree programme. A decision is usually made within two weeks, after which a university supervisor is appointed. Due to holidays, lecture-free periods and the absence of lecturers it is not always possible to process the request within this time period.

- Upon approval Career Service Arts sets up a contract, which you will receive digitally. Please ask your supervisors to sign the contract. After you have signed the document yourself, you return your contract digitally for our administration.

After completion of these steps, you may start your internship. If the end date is changed during your internship period you are usually required to notify Career Service Arts, so a new version of the contract can be set up.

### **Supervision of the internship**

Your degree programme ensures that the established learning objectives are met. The university supervisor has ten hours available for the supervision of the internship. This includes a minimum of three contact moments:

- At the start, in order to discuss the intended learning objectives and work activities.
- Midway, in order to discuss the progress and any problems.
- At the end, in order to evaluate and assess the internship.

From our experience, internship organisations tend to appreciate contact with the degree programme. Because of the limited supervision time, contact is often limited to a phone call or digital communication. If distance and travel time allow, a face-to-face meeting between all parties may be a good way to conclude the internship.

### **Internship report and assessment**

Each intern concludes the internship with an internship report. The evaluation by the company supervisor and your report must be submitted to the university supervisor within 14 days after completion of the

internship. Together they form a means of assessing whether all goals have been achieved. In accordance with the Education and Examination Regulations, the university supervisor will assign a grade for the internship, whereby 6.0 is considered to be the lowest passing grade.

### **Requirements internship report**

The report provides a business perspective on the performance of the work activities and should be written in correct Dutch or English. The internship report contains a minimum of ten and a maximum of twenty pages. If you have conducted a study during your internship, your internship report consists of a research report and an evaluative retrospective. Generally, an internship report should include the following components:

- Cover (title, name of the intern, student number, name of the organisation, internship period, names of the supervisors)
- Introduction (assignment, learning objectives, supervisors, structure of the report)
- Description of the internship organisation (goal, main activities, sector, size)
- Performance of the internship activities (description and motivation of the approach used, problems that arose and results achieved)
- Evaluation (realisation of learning outcomes, acquired and used knowledge and skills, most important personal benefit, supervision provided by the organisation)
- References, if applicable

A table of contents is desirable. The completion and assessment of an internship report may vary per degree programme. It is wise to fine tune the content with your assigned supervisor.