INFORMATION FOR BUSINESSES AND ORGANISATIONS

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1. Why employ a Humanities student as an intern?

Humanities students study the language, literature and culture of a specific language area, an art discipline, history or information sciences. The study programmes are broad and interdisciplinary.

In addition to knowledge of their field, the students also learn a number of skills that are useful in other professions.

- Humanities students are creative problem-solvers. They can analyze, make and execute plans and draw up reports upon completion.
- The nature of their studies, with relatively few contact hours with lecturers and professors, forces them to become accustomed to working independently.
- They are able to make choices and set priorities.
- They can structure large amounts of information from a variety of sources.
- The students are trained to work with computers and new media.
- They possess excellent communication skills, such as writing and other forms of knowledge transfer.

2. Study programmes at the Faculty of Humanities

Utrecht University’s Faculty of Humanities provides education in the fields of the languages and cultures of Western and Southern Europe, the Middle East and the American continent; the various arts, Philosophy, Religion and communication- and information sciences.

For an overview of the study programmes at the Faculty of Humanities, visit www.uu.nl/gw -> Education.

3. Length and content of the internship
Students generally perform an internship in the last phase of their studies. Both Bachelor’s and Master’s students can perform internships. For most students, an internship is optional – they may choose whether they wish to gain experience in real-world situations before they graduate. Bachelor students in the Language and Culture Studies programme must complete a compulsory internship in their last year.

An internship usually lasts for 10.5 weeks (2.5 months), with a work week of five days, for a total of 50 work days. Internships may also be completed part-time. Shorter internships will not be accepted. Students are free to perform longer internships if they wish, although they will not (always) receive extra credits for longer internships.

4. What requirements must the internship position meet?

A good internship position enables the student to become intensively acquainted with the work process within an organisation or company. The student can explore possible professional options by applying knowledge and/or skills learned during his/her study in real-life situations. In principle, the intern should perform normal tasks within the organisation for the duration of the internship in order to become familiar with the organisation or company. To achieve this goal, the intern should have his or her own work space among colleagues, equipped with the necessary facilities, such as PC, telephone, etc., and the intern should participate in normal work meetings.

The internship assignment
The internship assignment should be formulated concretely. This can be done in consultation with the intern and the supervising lecturer from UU, but it can also be done in advance by the organisation offering the internship. The assignment should tie in to the intern’s education level and the intern should be challenged to apply his or her analytic and problem-solving skills. The intern should preferably perform tasks independently under supervision.

There are different types of internships, as well as many combinations of the two:

1. An internship with a clearly defined task for the intern. After a period of training in which the intern becomes familiar with various aspects of the institution, he or she should concentrate on a specific task, such as organising a conference, or writing a brochure.

2. An internship in which the intern gains as much knowledge as possible from a variety of departments. This internship does not focus as much on a specific task. It is often called a ‘work internship’.

3. An internship in which the student, in addition to tasks as described above, carries out a research project. For master’s students such a research component is compulsory. If the internship itself does not comprise a research component, the student must carry out an additional research project directly related to the internship. The details of this research project will be determined together with the internship lecturer from Utrecht University. The organisation offering the internship is asked emphatically to facilitate this research by allowing time, access to archives or data, granting interviews with employees, etc.

For bachelor’s students an internship can include administrative duties, although they should be in proportion to the other internship tasks. Internship assignments consisting of purely supporting, secretarial or administrative tasks will not be accepted for credit.

Some examples of recent internships
- writing articles for the cultural website BoekBoek.nl
- country specialist for Amnesty International
- organising and executing an exhibition for the Netherlands Photography Institute
- writing a brochure for a foreign embassy in the Netherlands
- conducting linguistic research for the Max Planck Institute
- marketing and communication for Kunstbende
- editing and publicity work for Arena Publishing
- writing a department communication plan for AMEV
- research project about effective e-mail use for HEMA
- assisting in organising an international conference for European university lecturers

5. Posting an internship opening

To post an internship position, contact the faculty Internship Office or the Student Desk. One of the staff acts as an intermediary between companies and organisations, students and supervising professors. Internship openings can be sent to the Internship Office by post or via e-mail.

An internship opening can be worded in a similar fashion to a job opening.
1. Organisation name and location (incl. website if possible).
2. Brief description of the organisation/department where the position is vacant.
3. Description of the internship assignment, if possible listing the internship supervisor within the organisation.
4. The period for which the internship is available.
5. Profile of the desired candidate: education, special skills.
6. If this is a paid position, mention the amount per month.
7. List the person who can provide students with more information, the address to which they can send their application and the deadline of application.

The Internship Office will post the opening on the website upon receipt. Prospective internship candidates will contact the organisation themselves.

6. Supervision and evaluation

During the internship, the intern will be supervised by an individual from the organisation providing the internship and a lecturer or professor from Utrecht University. The student will discuss the frequency and schedule for supervision with both supervisors in advance. These agreements will be recorded in the internship work plan.

**Internship Work Plan**
The internship work plan will include a variety of issues relevant to the internship: a description of the internship assignment and the organisation; agreement on the type and intensity of supervision and agreements on the internship’s level of difficulty and grading standards. The intern should also formulate personal learning goals. It may be difficult to describe the internship tasks in detail in advance (ex. ‘shadow internship), as many of the tasks to be performed are as yet unknown. In this case, a general description would be sufficient. In general, the agreements should be recorded in as much detail as possible in order to provide the parties with enough clarity and certainty during the internship.
The student then discusses the internship plan with the supervising lecturer or professor. Both the supervising lecturer and the internship supervisor may suggest additions and/or changes to the internship plan.

**Supervision in the organisation**
The supervisor appointed by the organisation providing the internship will provide supervision during the internship. 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 type of supervision can be determined in advance, but the execution of the internship assignment must be reviewed during regular, preferably weekly, supervision interviews. Any necessary corrections can be made at this time.

**Supervision by the university**
A lecturer or professor will supervise the intern from a distance on behalf of the university. During the internship the student will keep a log book with daily or weekly notes, work...
reports and minutes of meetings. The intern will send this log book to the supervising lecturer at least three times, so that the University can keep track of the intern’s progress.

In addition to that, the intern and the lecturer can keep in touch through mail or telephone, or arrange to meet back at the University. In general, the supervising lecturer must visit the intern on location at least once during the internship, preferably during the final review meeting.

Problems
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 faculty Internship Office.

Evaluation
Every internship must conclude with a report, and is assessed and graded by the supervising lecturer from Utrecht University. The quality of the report is the determining factor for the grade, but of course the lecturer will take into consideration the opinion of the internship organisation. For that purpose the internship supervisor is asked to fill out an evaluation form concerning the performance of the student during the internship (attached). The supervising lecturer will contact the internship supervisor to discuss this evaluation, either during a visit or by telephone.

7. Formal issues: contract, liability insurance, compensation, premiums and taxes

Contract and liability insurance
The Faculty of Humanities has a standard internship contract that is signed by the organisation offering the internship, the intern and the Head of Education and Student Affairs on behalf of the faculty. The contract is posted on the Internship Office website and the intern can print it from there. Although verbal agreements are as valid and binding as written agreements, it is still important that the various parties sign a written contract. This prevents later differences in interpretation of what has been agreed upon exactly. By signing the faculty internship contract, the intern is insured for liability under Utrecht University’s liability insurance policy for internships in the Netherlands.

If the organisation offering the internship has its own standard contract, then this contract may be used in place of the faculty’s contract, then a copy of the contract must still be submitted to the Internship Office for registration purposes. The office will sign the contract for approval and ensure that it is properly registered and archived.

Internship compensation
It is increasingly common that interns receive some compensation for their work during the internship. The amount of compensation can vary widely. The Dutch government suggests a norm of €14 gross per day worked, or approximately €275 per month, as a reasonable minimum. Businesses generally pay more – interns are often paid as much as €750 per month before taxes.

Any costs incurred by the intern, such as travel costs, should be paid by the organisation providing the internship.

Premiums and taxes
The organisation providing the internship must pay Sick Benefits Act and Health Insurance Act premiums and income tax for any internship compensation, despite the fact that there is no formal employment contract. No premiums need be paid if the intern only receives travel cost compensation and does not receive internship compensation.

For more information about social insurance premiums, see: UWV. For information on income taxes, see: Belastingdienst.