

An **intern** from the Humanities

Information for organisations
offering internships

Information for companies and organisations

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1) Why hire an intern from the Humanities?

Humanities students study and research the language, literature or culture of a language area, an art discipline, history, communication, philosophy, religion or media. The programmes are broad and interdisciplinary. An overview of the programmes can be found [here](#).

For organisations, Humanities students bring the following added value, among others, in addition to the substantive knowledge, skills and insights of their field:

1. **Strong analytical and critical thinking skills:**

Humanities students are trained to analyse complex information, understand different perspectives and think critically. These skills are valuable for tasks such as conducting research, writing reports, or developing strategies.

2. **Excellent communication skills:**

Humanities include disciplines such as language, literature and philosophy, where clear and effective communication is key. Our students are good at writing and presenting ideas, which is useful for communication and marketing roles, editing and customer relations.

3. **Cultural understanding and empathy:**

Humanities students immerse themselves in different cultures, ideas and human experiences, which gives them a broad perspective and empathetic insight. This can help organisations think more diversely and inclusively.

4. **Creative and problem-solving skills:** Because of their background in exploring abstract concepts and creative disciplines, humanities scholars often bring new, innovative ideas. This makes them valuable in strategic issues, in the creative sector and in product development.

5. **Multidisciplinary approach:** Our Humanities students often have knowledge of multiple disciplines, such as history, art and politics. This versatility makes them flexible and able to make connections between different disciplines and to venture off the beaten track.

6. **Working independently:**

Our students work on different subjects and projects simultaneously. As a result, they learn to plan well and are autonomous.

2) Duration and scope of an internship

Both undergraduate (bachelor's) and graduate (master's) students can do internships. For undergraduate students, an internship is usually optional: a chance to gain practical experience before graduation. For many master's students, an internship is mandatory.

An internship will generally last 420 hours (15 credits), although this may differ per programme. This would translate to 52 8-hour days or 10,5 fulltime working weeks. Shorter, longer or part-time internships are often possible, depending on the student's schedule and the design of the programme. Especially in undergraduate programmes, there is often a lot of flexibility.

Keep in mind that not all hours are dedicated to your organisation: reflection, reporting and contact with the study programme take up a maximum of 10% of the intern's time.

3) What do we ask of an internship organisation?

A good internship offers a student an opportunity to get to know the work process within an organisation well. The student explores future possibilities by applying knowledge and skills from the study programme and thus gaining practical experience.

During the internship, the intern participates in the organisation and therefore gets to know the company from the inside. This means that the intern should have access to similar facilities as employees such as an employee's account, a computer, remote working possibilities, etc. The intern participates in meetings and is enabled to reflect and report on the internship. Reflection and reporting are compulsory and important parts of the internship. The learning aspect is central during the internship; the results for the internship organisation follow.

The internship assignment

During the internship, the intern carries out an assignment. This assignment may be formulated in advance by the internship organisation, but students may also come up with their own proposal. The internship assignment should be coordinated between the internship organisation, the student and the supervising lecturer at Utrecht University. It should be in line with the level of the study programme and should appeal to the intern's analytical and problem-solving skills. Preferably, the intern carries out tasks independently, under supervision.

Examples of types of internships

1. Dedicated task:
The intern is assigned a specific task. After an introduction period, the intern focuses primarily on this task, such as organising a conference, or writing a policy paper.
2. Wide-ranging orientation:
The intern gains knowledge of several parts of the organisation. After an induction period, the intern is assigned to various tasks in different departments.
3. Research assignment:
The intern carries out a research project, in addition to other duties. This is often mandatory for master's students. The internship organisation facilitates this by providing time and resources.

For Bachelor's students administrative work can be a part of the internship. This should be proportionate to other types of work within the internship. Solely doing social media, administrative or supportive work will not be accepted as an internship assignment.

Examples of internships

- Country specialist at Amnesty International
 - Organising an exhibition for the Dutch Photo Museum (Nederlands Fotomuseum)
 - Writing a brochure for a foreign embassy in the Netherlands
 - Linguistic research at the Max Planck Institute
 - Editing and publicity at a publishing house
 - Writing an internal communication plan for an insurer
 - Research into effective use of email for a retail chain
 - Helping organise an international congress for European teachers
 - Research into ethical behaviour at the Ministry of Defence
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4) Offering an internship position

To share an internship position, you can send it to Team Careers Orientation via team-LBO.gw@uu.nl. Are you looking for a student from a particular field of study, for example with knowledge of a language, ethics or artificial intelligence, or do you need advice? Please contact one of the departmental internship coordinators:

- History and Art History:
stageGKG@uu.nl
- Languages, Literature, and Communication:
stageTLC@uu.nl
- Media and Culture Studies:
stageMCW@uu.nl
- Philosophy and Religious Studies:
stageFenR@uu.nl

Usually an advertisement for an internship consists of:

1. Name and (online) contact details of the organisation
2. Short description of the organisation/department
3. Description of the internship assignment
4. The duration (are you looking to place an intern for a specific period of time or are you continuously hiring interns?)
5. Profile of a suitable candidate: education, additional skills
6. The compensation offered for the internship
7. Contact and application details

The internship coordinators promote the advertisement among the students. Potential candidates will contact the organisation themselves. The university does not actively recruit students for external internships.

5) Guidance and grading

The intern is supervised by both an internship supervisor from the organisation and a lecturer from Utrecht University. Agreements on the frequency and timing of supervision are made in advance. The student records these in the internship work plan. The undergraduate programmes of the Faculty of Humanities work with a digital internship process, Osiris Case. Through this system, internship employers are asked to approve the internship workplan, upload the internship agreement and fill in a feedback form. You will be notified automatically.

The internship work plan

The student writes an internship work plan, in which the following is recorded: a description of the internship assignment and organisation, learning objectives of the intern, agreements on supervision, and agreements on the level of the internship and the amount of credits.

If the work cannot be described in detail beforehand, a rough description will suffice. However, we recommend recording the agreements in as much detail as possible to ensure maximum clarity during the internship.

The student discusses the content of the internship work plan with the internship tutor. Both the internship tutor and the internship supervisor can suggest changes before the plan is approved.

Supervision provided by the organisation

During the internship, the internship supervisor from your organisation will be the main supervisor for the intern. This person introduces the intern and is the first point of contact for questions and concerns. The method of supervision is discussed in advance between the internship supervisor and the intern. Regular, preferably weekly, meetings are necessary to

check the progress of the internship and make adjustments where necessary.

Supervision provided by Utrecht University

A supervising lecturer provides remote guidance to the intern from the university. The emphasis here is on the intern's learning process, not on day-to-day activities. The intern keeps a logbook during the internship and regularly sends it to the supervising lecturer. This allows the lecturer to monitor the progress of the internship. In addition, there may be regular contact via e-mail, for example, and appointments can be made for a return meeting. The tutor may visit the internship site (online or otherwise); this usually takes place at the end of the internship period for the final interview in which the internship is evaluated with the student and the internship supervisor.

Problems and concerns

Any problems the intern might have should be solved (at first) with the internship supervisor and if needed the supervising lecturer. In case of conflicts and in case of procedural questions, the faculty Internship Office or the departmental internship coordinator can be contacted.

Grading and feedback

Each internship concludes with an internship report, which is assessed with a numerical grade or fail/pass, depending on the programme. The supervising lecturer assigns this grade, incorporating feedback from the internship supervisor. The student asks the internship supervisor to complete a feedback form a few weeks before the end of the internship. This feedback is discussed with the lecturer, via an online conversation or during a visit to the internship.

6) Contract, liability insurance, internship compensation

Contract and liability insurance

The Faculty of Humanities has its own internship contract which must be signed by the internship organisation, the intern and the internship office on behalf of the faculty. This contract can be found on the programme's website at students.uu.nl. Without a signed contract, the intern cannot receive any credits. Moreover, by signing this contract, the intern is co-insured under Utrecht University's liability insurance in the Netherlands. In case of non-intentional damage, the internship organisation is liable. It is therefore essential to give clear instructions if the intern is working with fragile materials.

In case your organisation uses a different contract, this is acceptable only if it is a three-party agreement, between the student, the internship organisation and the university. We are unable to accept two-party contracts.

Internship reimbursement

The amounts interns receive as an internship compensation vary widely. Many organisations keep those of the [Dutch central government](#) as the norm. In the commercial sector, allowances can amount to a full month's salary, while cultural institutions will often be able to offer a lower amount.

Any expenses incurred by the intern, such as travel costs, should in all cases be reimbursed by the internship organisation.

7) Contact

Do you have a question about the internship contract? Please contact the Internship Desk via gw.stage@uu.nl, or by phone via +31 30 253 6285,

Monday – Thursday 11:00 – 12:30 and 13:30 – 15:00.

For all other internship-related questions, please contact one of the internship coordinators:

- History and Art History:
stageGKG@uu.nl
- Languages, Literature, and Communication:
stageTLC@uu.nl
- Media and Culture Studies:
stageMCW@uu.nl
- Philosophy and Religious Studies:
stageFenR@uu.nl