



Utrecht University

Faculty of Humanities

An intern from the Humanities

Information for organisations
offering internships

Information for companies and organisations

1. Why hire an intern from the humanities?
2. Programmes within the Faculty of Humanities
3. Duration and scope of the internship
4. What requirements does an organisation/company have to meet?
5. Offering a vacancy for an internship
6. Guidance and assessment
7. Formal aspects: agreement, liability insurance, internship compensation, taxes

If you have any more questions or would like some more general information, please contact:

The Internship Desk
via: Humanities Student Service Desk
Drift 10
3512 BS Utrecht
phone 030 253 6285 / fax 030 253 9131
e-mail: stage.gw@uu.nl

Opening Hours Student Service Desk:

Desk: Monday to Friday 11:00-15:00

Phone: Monday to Friday 11:00-12:30 and 13:00-15:00

1. Why hire an intern from the Humanities?

Humanities students study, for example, the language, literature, and culture of a certain linguistic area, an art discipline, history, philosophy, religion, or information sciences. The programmes within the humanities are broad and interdisciplinary.

Besides offering substantive knowledge of their field, the students will have developed numerous skills that are useful when working in a professional environment.

- Students from the humanities are creative problem solvers. They are able to analyse, develop and carry out a plan, and write up a report.
- They are able to make decisions and prioritise.
- They are able to filter and structure large amounts of information from different sources.
- They are familiar with ICT and media.
- They possess good communicative skills (writing skills and different forms of knowledge transfer)

2. Programmes within the Humanities

The Faculty of Humanities at Utrecht University provides an education in the field of language and culture studies of Western- and Southern Europe, the Middle East, and the American continent, history, art studies, ethics, philosophy, religious studies, and communication- and information studies.

For a full overview of programs within our faculty, please take a look at:

<https://www.uu.nl/organisatie/faculteit-geesteswetenschappen/onderwijs>

3. Duration and scope of an internship

Students will generally do an internship in the later stages of their programme. Both students of a bachelor programme and students of a master programme can do an internship. For most bachelor students, an internship is optional – they choose to gain some practical experience before they graduate. For master students, an internship is often obligatory.

An internship will generally last 420 hours (15 EC or credits), although this may differ per programme. This would translate to 10,5 fulltime working weeks. Do keep in mind that part of the

internship consists of reflection and reporting, so not all of these hours would be spent working for the organisation. An internship can also be shorter, or can be done part-time: when discussed with the student and supervisor from the university, there are a lot of opportunities. In some cases, an internship may take up more than 420 hours, but it is not possible for a student to receive more than 15 EC for an internship.

4. What are the requirements for an internship organisation?

A good internship position offers a student an opportunity to get to know the labour process at an organisation or company. Students orientate themselves for a possible career by applying the knowledge and skills gained during their programme. During an internship, it is important that the intern is able to participate in the organisation and gets to know an organisation from the inside out. This means that the intern should have access to a personal working space (including facilities such as: an account, a PC, possibly a phone, etc.) and that the intern can take part in meetings. Additionally, an internship organisation should give the intern the opportunity to reflect and report on the internship. This is a crucial element of the internship. During an internship, the educational aspect is the first priority, followed by the productivity for your organisation. and takes precedence over the productivity that the intern offers the organisation.

The internship assignment

During an internship, the intern will complete an internship assignment. An organisation can formulate an assignment in a job offer, but a student can also come up with an idea for an assignment. The organisation, student, and the supervising lecturer from Utrecht University should discuss this assignment and make sure that they are all in agreement. The level should match the level of the student's programme; the intern should be challenged to use their analytical and problem-solving skills and abilities. An intern preferably works independently but under supervision.

There are several different kinds of internships possible, for example:

1. An internship where there is a delineated task for the intern. After an introduction period, during which the intern will learn about different aspects of the organisation, the intern will primarily focus on the set task, for example: organising a conference, or creating a flyer.
2. An internship where the intern learns as much as possible about different aspects of the organisation.
3. An internship where the intern, in addition to aforementioned tasks, performs an explicit research assignment. For master students, a research component is often obligatory. This means that when there is no clearly defined research aspect to the internship (for example, when an organisation is primarily looking for someone to do more practical work), the student needs to independently do an additional research project that matches the internship content-wise. We therefore ask you to cooperate by giving the intern time to work on the research project, allowing the intern access to archive material, interview employees, etcetera.

For bachelor students, administrative work can be a part of the internship. This should be proportionate to other types of work within the internship. Only doing administrative and supportive work will not be accepted as an internship assignment.

Examples of internships

- Writing articles for the cultural website BoekBoek.nl
- Country specialist at Amnesty International
- Organising an exhibition for the Dutch Photo Institute (Nederlands Foto Instituut)
- Writing a brochure for a foreign embassy in the Netherlands
- Doing linguistic research at the Max Planck Institute
- Marketing and communication for Kunstbende

- Editing and publicity at publishing house Arena
- Writing a department communications plan for AMEV
- Research into effective use of email for HEMA
- Helping organise an international congress for European teachers
- Research into ethical behaviour at the Ministry of Defence

5. Offering an internship position

To share an internship position, you can contact the faculty Internship Desk. You can send a vacancy to the Internship Desk via email (stage.gw@uu.nl). The vacancy will then be published on the faculty's Internship Database. If you are looking for a student from a specific programme (for example, a student who studies French, ethics, or artificial intelligence), you can contact one of the departmental internship coordinators.

Department of History and Art History:

Josi Smit, t.j.smit@uu.nl

Department of Media and Culture Studies:

Sanne Sprenger, s.sprenger@uu.nl

Department of Philosophy and Religious Studies:

Bart Mijland, b.mijland@uu.nl

Department of Languages, Literature, and Communication:

Geertje Wilmsen, g.wilmsen@uu.nl

Publishing a vacancy for an internship can be done in the same way it would be done for a regular job vacancy:

1. Name and location of the organisation (if possible: website).
2. Short description of the organisation/department.
3. Description of the internship assignment, and if possible who would be supervising the internship.
4. The time period (are you looking to place an intern for a select period of time or are you continuously hiring interns?).
5. Profile of a suitable candidate: education, special skills.
6. Note the compensation/expenses that will be offered for the internship.
7. Note the contact details for the person the students can contact for more information, and what the deadline for applying is.

After the internship vacancy has been offered to the Internship Desk, they will publish the vacancy on the website. The vacancy can also be spread through social media. It is therefore advisable to send along a short text (roughly 100 words) and an image. Potential candidates will contact the organisation themselves.

6. Guidance and grading

During the internship, the intern will be supervised and guided by a supervisor from your organisation and by a lecturer from Utrecht University. Before the internship starts, the intern and both supervisors will agree upon the frequency and time of supervision. These agreements are noted down in the Internship Plan.

The internship work plan

The internship work plan is written by the student and in which a number of things are included: a description of the internship assignment and the organisation, agreements on the manner and intensity of supervision, and agreements on the level of the internship and the number of credits that will be earned. Additionally, the student will formulate personal and professional learning goals. It may not always be possible to describe the work the intern will do in detail because some

details may not be known yet. In this case, a general description will suffice. However, it is advisable to write down as many agreements as possible: this gives all parties the most clarity during the internship. The student discusses the content of the internship plan with their lecturer. Both the supervising lecturer and the supervisor from the organisation can make additions or changes.

Guidance from the organisation

During the internship, the internship supervisor from your organisation will be the main supervisor for the intern. The supervisor introduces the student to the work place and colleagues, and prepares the intern for the work they will be doing, and is the first point of contact when the intern has questions or issues. The internship supervisor and the student discuss and agree upon the frequency and way of supervision, which should consist of regular meetings to discuss performance and progress.

Guidance from the university

On behalf of the university, the supervising lecturer will supervise the intern from a literal and an academic distance. The intern will keep a log during the internship, in which notes, reports, meeting notes etc. are collected. During the internship, the log will be sent to the supervising lecturer on a regular basis. This way, the lecturer can see how the internship is going. Additionally, there can be regular contact via phone or e-mail, and possibly a meeting. Some studies offer a group intervision for all interns of that moment. A supervising lecturer should visit the internship organisation at least once during the internship period.

Problems

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

Grading

Every internship will be completed with a report and will be graded by the supervising lecturer from the university. The feedback from the internship supervisor from the organisation will be taken into account in the final grade. The supervisor will therefore be asked to fill out the assessment form with regards to the performance of the intern (see appendix). The supervising lecturer and the intern will discuss the assessment face to face, over the phone or during a visit to the internship organisation.

7. Formal aspects: agreement, liability insurance, internship compensation, taxes and insurance premium.

Agreement and liability insurance

The Faculty of Humanities has a standard internship agreement that needs to be signed by the internship organisation, the intern, and on behalf of the Faculty, the Head of Education and Student Affairs. The intern can find the contract on the website of their programme. Without an internship agreement, the intern will not be able to receive credits for the internship. The intern is only insured for liability via Utrecht University (for an internship in the Netherlands) if the internship contract has been signed. In case of non-intentional damage by the intern, the internship organisation is liable. When working with vulnerable equipment and materials, it is important to give clear instructions beforehand.

The faculty agreement does not need to be used if the organisation offering the internship uses their own internship contract. If the faculty internship desk is not party in the organisation's contract (and thus does not have to sign), a copy of the contract needs to be emailed to the internship desk (stagegw@uu.nl) for the purpose of coverage for the liability insurance and registration. They will mark the contract for seen, and will make sure that it is registered and archived.

Internship compensation

It is becoming more common to offer interns an internship reimbursement. The amount can vary. The government offers an internship reimbursement of €578 gross a month in case of a fulltime internship. This can be seen as a norm. In the private sector, the compensation can be higher, internship compensations can go up to a full monthly salary. Cultural organisations possibly have less to spend, and a lower compensation can be an option.

It is important that the internship organisation realises that the intern actually works for them and that a reward is appropriate. Interns from Utrecht University should not be considered to be free or cheap workers. Additionally, the educational aspect should be central to the internship, and not the production for the internship organisation.

Any costs made for the internship (such as travel expenses) should be reimbursed by the internship organisation.

Taxes and insurance premium

Internship providers need to pay taxes and premiums over the internship compensation and any expenses, even though there is no formal employment contract. Premiums need to be paid for health insurance (Ziektewet ZW) and the Dutch National Health Service (Ziekenfondswet ZFW). No premiums need to be paid if the intern only receives travel expenses. More information on social insurance: [UWV](#) and wage tax: [Belastingdienst](#)

Faculty of Humanities

PRACTICAL INTERNSHIP FEEDBACK & EVALUATION FORM (BA LEVEL 2)

The form below is for the evaluation of the internship report and should be completed by the supervisor. Provide feedback for each aspect and a general evaluation for each category (unsatisfactory, satisfactory or good). A reasoned final grade will be given for the report as a whole.

NOTE: In addition to the evaluation below, the evaluation by the internship supervisor (separate form) must be taken into consideration in the final evaluation. In order for the student to earn a satisfactory final grade, both components (student performance and internship report) must earn at least a satisfactory final evaluation.

STUDENT INFORMATION	
Name of intern	
Student number	
Study programme and specialisation	
INTERNSHIP INFORMATION	
Name organisation	City
Internship start date	End date
Number of ECTS <input type="checkbox"/> 7.5 ECTS <input type="checkbox"/> 15 ECTS	
INTERNSHIP SUPERVISOR	
Name of internship supervisor	
E-mail	
Telephone number	
INTERNSHIP SUPERVISING STAFF MEMBER	
Name	
Study programme	
E-mail	
Telephone number	
1. SUMMARY EVALUATION PERFORMANCE AT THE WORKPLACE (SEE SEPARATE FORM)	
<input type="checkbox"/> unsatisfactory <input type="checkbox"/> satisfactory <input type="checkbox"/> good	
2. FINAL EVALUATION INTERNSHIP REPORT	
<input type="checkbox"/> unsatisfactory <input type="checkbox"/> satisfactory <input type="checkbox"/> good	
FINAL GRADE:	
Explanation:	

INTERNSHIP REPORT EVALUATION

CONTENT	<input type="checkbox"/> unsatisfactory <input type="checkbox"/> satisfactory <input type="checkbox"/> good
<p><i>Does the report give a clear overview of the student's tasks during the internship and the context in which they were performed? Does the report give a clear description of the institution and the department where the student performed the internship (organisational chart)?</i></p> <p><u>Feedback:</u></p>	
REFLECTION ON THE STUDENT'S PERFORMANCE AND LEARNING GOALS	
<input type="checkbox"/> unsatisfactory <input type="checkbox"/> satisfactory <input type="checkbox"/> good	
<p><i>Does the report show sufficient critical self-reflection on the learning process and the student's own performance at the workplace? Does the report clearly indicate which learning goals were achieved and the manner in which they were achieved? Does the student reflect on the feedback given during the internship by colleagues and supervisors?</i></p> <p><u>Feedback:</u></p>	
REFLECTION ON THE RELATIONSHIP BETWEEN EDUCATION AND PRACTICE	
<input type="checkbox"/> unsatisfactory <input type="checkbox"/> satisfactory <input type="checkbox"/> good	
<p><i>Does the report deal with the relationship between real-world practice and the knowledge acquired during the studies from an academic perspective?</i></p> <p><u>Feedback:</u></p>	
STRUCTURE	<input type="checkbox"/> unsatisfactory <input type="checkbox"/> satisfactory <input type="checkbox"/> good
<p><i>Does the report have a clear and logical structure? Is there a clear division into paragraphs and sections?</i></p> <p><u>Feedback:</u></p>	
COMPOSITION, STYLE	<input type="checkbox"/> unsatisfactory <input type="checkbox"/> sufficient <input type="checkbox"/> good
<p><i>Was the report written in correct English and edited carefully? Is the specialist terminology used carefully and accurately?</i></p> <p><u>Feedback:</u></p>	
REQUIRED ATTACHMENT: LOG BOOKS	
<input type="checkbox"/> unsatisfactory <input type="checkbox"/> satisfactory <input type="checkbox"/> good	
<p><i>Are the log books easy to read? Were the log books turned in on time? Did the student pay sufficient attention to self-reflection in the log books?</i></p> <p><u>Note: If the log books are not included, then the internship report must be evaluated as unsatisfactory.</u></p> <p><u>Feedback:</u></p>	

OTHER ATTACHMENTS (IF APPLICABLE) unsatisfactory satisfactory good

Were all relevant attachments included with the report? What is the quality of the other products the student worked on, such as a brochure, website, exhibition, etc.?

Feedback:

ADDITIONAL COMMENTS

FINAL EVALUATION

unsatisfactory satisfactory good

Explanation: