

# Internships (elective)

## □ WHY?

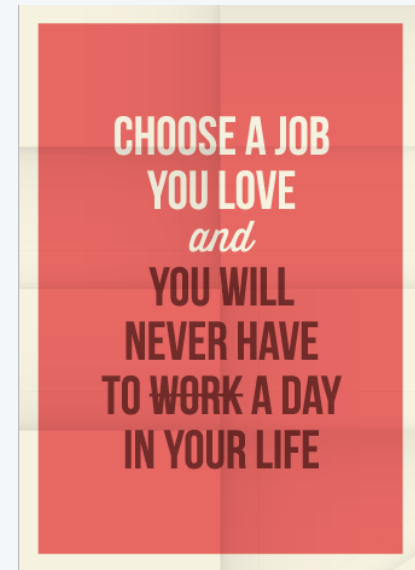
- Explore and experience research professions
- Test and apply your knowledge and skills
- Build your CV
- Networking opportunity

## □ WHEN?

- Year 1, semester 2 or year 2, semester 1
- Max 15 EC = 420 hours = 10,5 weeks (full time)

## □ WHAT?

- Archival research
- Assisting in the preparation of a grant application, manuscript or book
- Literature study
- Organize a conference (like OZSW) or other events
- Sometimes: teaching internship at UU



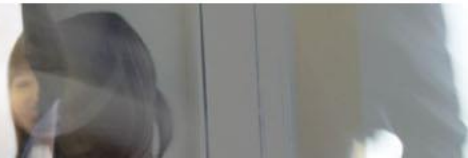
# Internships

## ❑ WHERE?

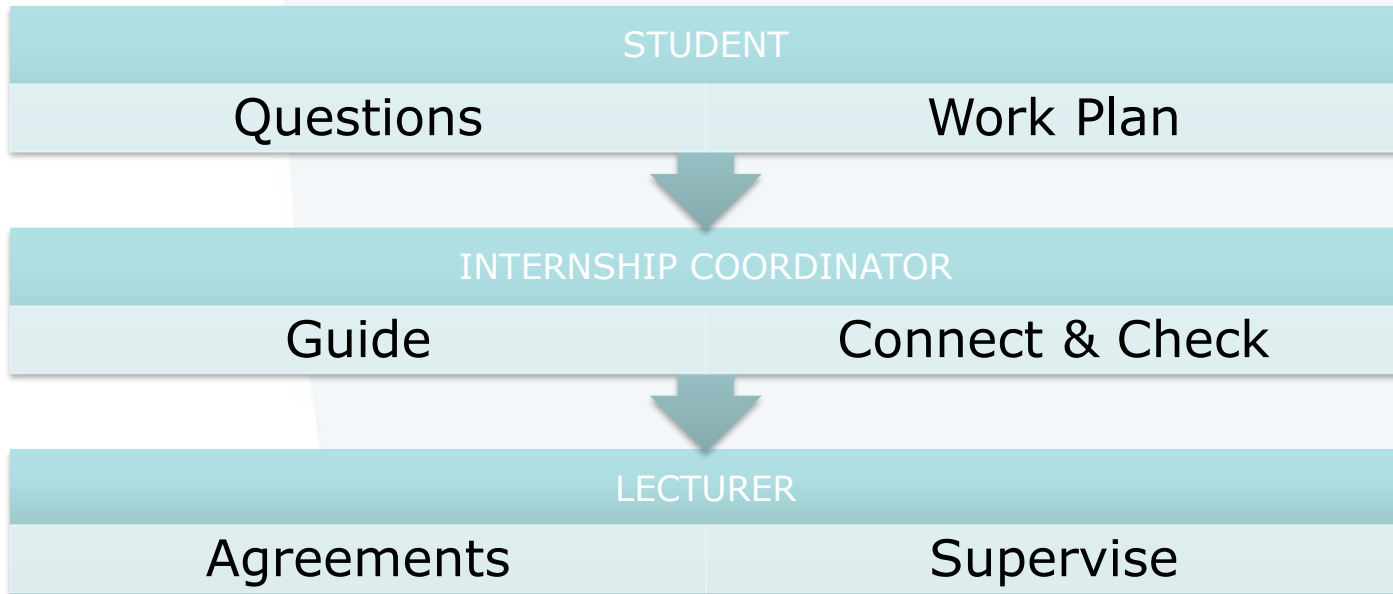
- Utrecht University
- OZSW
- External research institutes
- ...

## ❑ Finding an internship

- **Determine:** *what* do you want to learn and *where* do you want to learn it?
- **Search:** UU humanities database (<http://stage.wp.hum.uu.nl/>), Twitter, university/institution websites, internship pages on LinkedIn or Facebook
- **Ask:** your own network, lecturers, coordinator, alumni, role models
- **Remember:** you represent yourself and the university; never sign or agree before approval by your lecturer!



# New (!) internship procedure



# Work plan

- Description of internship (organization, work)
  - Research description
  - Agreements on supervision and reporting
  - Motivation and learning goals
- 
- Also: Work plan form



# Don't forget

## *Before internship*

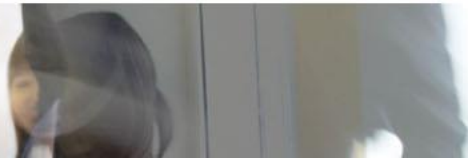
- Finding an internship (5 – 10 weeks)
- Contact Internship Coordinator Bart Mijland
- Work plan
- Approval supervising lecturer
- Agreement (contract) and forms
- Enroll via Student Desk (Studiepunt) Drift 10 or [stage.gw@uu.nl](mailto:stage.gw@uu.nl)

## *During and after internship*

- Logs and final report
- Updates to your supervising lecturer

## *Internship abroad*

- Might take longer to arrange
- Scholarships via Nuffic: <https://www.wilweg.nl/>



# More information

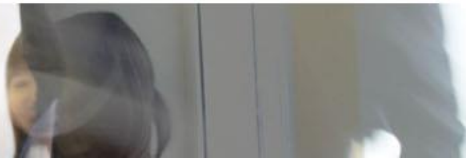
*Documents and (old) guidelines:*

<https://students.uu.nl/en/hum/philosophy/career-services/explore-your-options-for-the-future/internships>

[https://issuu.com/humanitiesuu/docs/programme\\_book\\_rma\\_philosophy\\_2017-?e=11895952/52671843](https://issuu.com/humanitiesuu/docs/programme_book_rma_philosophy_2017-?e=11895952/52671843)

*Guidance and supervision*

- **Orientation:** Internship Coordinator ([b.mijland@uu.nl](mailto:b.mijland@uu.nl))
- **Procedure:** Internship Coordinator or Student Desk ([stage.gw@uu.nl](mailto:stage.gw@uu.nl))
- **Internship:** Work supervisor (organization) and supervising lecturer (UU)



Good Luck!

