

Student Manual

In this manual for students, you will read about the procedure and requirements for your internship. You will gain information about the requirements to which your supervisors are held. Next to this official side, we have put in some information of a more practical nature. Every internship is different and a new experience, but we tried to consider some of the practicalities that you might come across and wonder about. Use it to your own advantage!

Internship-procedure

Each MA student will follow a compulsory internship in the second half of the master program Comparative Women's Studies in Culture and Politics (CWSCP), preferably in block 3. The internship has to take place after the student has completed 4 MA-1 courses. A standard internship takes 420 hours. The internship will consist of 10,5 full weeks (52 working days). At the end of this period the student will devote time to work on her final internship report. The student will receive 15 ECTS after completion. Internships less than 15 ECTS are possible, yet only when approved by the internship supervisor and the MA-internship committee.

Aim of the internship:

- a) Orientation on and preparation for possible participation in the labour process
- b) Possibility to bring theoretical knowledge acquired within the CWSCP program into practice
- c) Possibility to start forming a professional identity

General description of the internship

The student herself is responsible for finding a proper internship. She can contact a company or organization of choice and try to arrange for an internship or use the internship database for existing internships; the Internet or other media can also be used in search of an internship. When the student has found an appropriate internship, she is required to visit the desk of the Studiepunt (Drift 8). There she will find the appropriate administrative forms and internship manuals for the internship institute. When the student has formulated an internship-work-plan, she has to contact her university internship supervisor. When the work-plan is approved, the internship contracts can be signed. In this contract, the basic financial and legal issues are arranged. Most internships are non-paid; the experience of the internship is the "payment". Sometimes the student will receive some kind of compensation, this does not mean you earn a salary, which means you are also not covered by social security. The university covers this insurance through the internship-contract. When problems occur, the student can contact Floris Tijl, the student internship-coordinator (stage@let.uu.nl).

The internship requirements:

- a) The internship has to be completed on MA level. This means that the student is not allowed to do a 'look-around'-internship and has to be regarded as a junior co-worker, fully taking part in the working process within the internship-providing institute. (For more information for the student, see the Student Manual, www.let.uu.nl/stage).
- b) The internship has to include a well-described assignment, including a research-component. The nature of the assignment can be very diverse. A student can for example do a research-internship, write a policy-paper or organise a congress. The assignment has to result in a well-defined internship 'product' (of academic level), which is the result of the work the student has been doing during his or her internship. This 'product' is not bound to any specific format (written, audio-visual, digital, etc.).

- c) The internship has to provide the possibility for students to bring their acquired CWSCP-knowledge and skills into practice.
- d) Preferably the internship-providing institute has an eye for *Women's Studies* related issues or perspectives. When this is not the case, the student has to make clear in the internship-assignment how the internship is related to the CWSCP program, while it has to have certain relevance in regard to *Women's Studies*.)
- e) The internship-providing institute has to offer supervision from within the company.
- f) During the internship the student is required to reflect on gender and ethnicity, inclusion and exclusion, using an intersectional perspective.
- g) The student has to write an internship report according to the general format.

Internship Supervisor

- a) During the internship the student-trainee will be guided by two supervisors: one from within the internship-providing institute and by a teacher from Utrecht University, *Women's Studies* department.
- b) Before commencing an internship, clear written agreements have to be made with both supervisors on the form and frequency of supervision.
- c) The agreements have to be inserted in the '**internship work-plan**'.
- d) The internship-assignment should be well-discussed by the student and both supervisors, in order to level expectations and prevent unnecessary miscommunications.
- e) The main part of the supervision will be coming from the internship-providing institute, while the student works there on a daily basis.
- f) The supervisor within the institute will be the first person for students to address during their internship.
- g) Contact with the university-supervisor can take different forms, ranging from written reports, e-mail contact or 'comeback' meetings. Another option is that the student is left to decide when to get into contact with the university supervisor. The student is allowed maximum 1 day off from the internship to have a meeting with the university internship supervisor.
- h) It is expected that the university supervisor visits the internship-providing institute at least once, at the beginning of the internship.

Expectations of the university internship supervisor

- a) The university internship supervisor will read the internship-work-plan and discuss this with the student. The supervisor needs to approve the internship-work-plan before the internship begins.
- b) The supervisor will contact the internship-providing supervisor by email, through which the supervisor introduces herself as university supervisor and will explain her position in the internship.
- c) The supervisor will be the one to address with questions from the internship-providing supervisor.
- d) The supervisor will judge the internship on the basis of the comments of the internship-providing supervisor and the internship assignment. The end-mark has to be motivated to the student.

Expectations of the internship-providing supervisor

- a) The internship supervisor of the internship-providing institute will be a person who has direct contact with the student in the daily work-routine.
- b) The supervisor reads the internship-work-plan and discusses with the student how the aims of the internship can be reached.
- c) The supervisor will facilitate office space and facilities, and explain the responsibilities that the student has.

- d) The supervisor will give feedback to the student and the university internship supervisor at least once a month.
- e) The supervisor will read the internship assignment and comments on the internship period.

Grading

An important part of the grading is based upon the final, reflective internship report and its approval by both supervisors. There will be a distinction made between the students who write a report (max. 8000 words) and students who also worked on a special project, like a performance or an article. These students will have to write a report of approximately 4000-6000 words. Data like questionnaires or a list of workshops you have followed can be added to the report as addendum. A Master student is expected to show a great deal of reflection on the internship, the institute and the CWSCP-program in this context, by taking on a meta-perspective. The format is given in the general internship leaflet of the faculty of Arts. It should at least contain the following elements:

- a) A clear description of the internship assignment and the progress of the internship.
- b) A thorough reflection in which gender, ethnicity, in- and exclusion are taken into account.
- c) The final internship-product (or a description of it).
- d) Reflection on learning goals and how they were achieved.
- e) The report has to show that the student can place the institute within a social context.
- f) The report must show that the student has developed insights in the dynamics of the institute.
- g) A reflection on the CWSCP-program in regard to the internship (-providing institute).

Frequently Asked Questions:

Q: Should the internship providing institute give me a financial compensation?

A: *No, this is not compulsory. The institute should provide you with a working-environment where you can do your research and gain work-experience.*

Q: I am always the one copying or making coffee. What can I do about this?

A: *In so far as copying and making coffee is part of the daily routine of your work position, you can just go with the working routine. But, the institute should not forget you are working on your own assignments. Use the internship as a working experience!*

Q: Does the internship providing institute cover my insurance?

A: *No, you are not on the salary list and therefore not insured by the institute.*

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<http://www.let.uu.nl/stage/>