



Internship company

Fact sheet

IN THE THIRD YEAR OF THE INFORMATION & COMMUNICATION TECHNOLOGY PROGRAMME, STUDENTS WILL COMPLETE AN INTERNSHIP TO GAIN EXPERIENCE IN THE PROFESSIONAL FIELD. THE OBJECTIVE OF THE INTERNSHIP IS TO APPLY THE KNOWLEDGE AND SKILLS ACQUIRED DURING THE FIRST AND SECOND YEAR OF THE PROGRAMME. TO THIS END, A SUITABLE INTERNSHIP IS ESSENTIAL. THIS FACT SHEET SPECIFIES A NUMBER OF CRITERIA THAT AN INTERNSHIP COMPANY SHOULD MEET IN ORDER TO BE SUITABLE FOR THE PROGRAMME AND WHAT YOU CAN EXPECT FROM THE SCHOOL DURING THE INTERNSHIP PERIOD.

Announcing an internship opportunity

If an opportunity becomes available to complete an internship at your company, please contact the internship co-ordinators for the programme. We would like to receive more information about your company, internship supervision, the relevant department and the intern's duties at the earliest opportunity, so that we can assess the internship opportunity's suitability.

The internship period

The internship period lasts five calendar months, during which time students will work on various learning goals. As a consequence, we have drawn up a number of quality guidelines for both the internship company and the internship itself:

- The company must employ a minimum of 10 – 20 members of staff, depending on the intern's specialisation.
- The intern's duties must be suitable for his/her programme.
- The intern must have the opportunity to work on assignments or projects alongside colleagues with a bachelor or master degree in IT.
- The intern's progress must be discussed once a week.
- The intern must be supervised by a member of staff who is a graduate from an ICT programme at higher education or university level.

Internship supervision

In addition to the supervision provided by your company, the intern will also report to a Saxion internship supervisor. This supervisor mainly monitors the internship process, the intern's progress and the intern's welfare. A few weeks after the start of the internship, the internship supervisor will undertake a company visit to get to know the company and discuss the internship assignments. This visit also serves to provide the company with further information about the intern's action plan and the expectations of the school. During another company visit towards the end of the internship period, the intern will deliver a presentation about his/her internship and the internship period will be reviewed. In case of a lack of progress or a disagreement, it is advisable to contact the internship supervisor as soon as possible.

A match

Internship opportunities are shared with our students through our internal communication channels. Students apply directly to the internship company of their choice. The school plays no part in this. If there is a good match, you can negotiate an internship allowance with the student directly. Prior to the internship period, the company, the student and the school must sign an internship agreement, which sets out the legal relationships between the three parties. A template for the internship agreement is available from Saxion.

- The student will remain enrolled at Saxion for the duration of the internship.
- The student will be given the opportunity to work on the previously agreed learning goals.
- The student will be given the opportunity to resit any failed exams during the resit period.
- The student will be given the opportunity to attend the internship return session at Saxion.

Completion and assessment

The company adviser must complete an assessment form and provide details about his/her assessment.

This form serves as a basis for the final interview at the end of the internship period. The internship supervisor awards the final grade.

In-depth information for both students and internship companies can be found in the **HBO-ICT internship regulations**.

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