



Student Fact sheet

IN THE SECOND YEAR OF YOUR INFORMATION & COMMUNICATION TECHNOLOGY PROGRAMME, YOU'LL START PREPARING FOR YOUR INTERNSHIP. WHICH SKILLS DO YOU WANT TO DEVELOP? HOW DO YOU FIND A SUITABLE INTERNSHIP COMPANY AND WHAT ARE THE MAIN FACTORS TO CONSIDER? IN ANY EVENT, YOU MUST HAVE PASSED YOUR FIRST-YEAR EXAMINATION AND OBTAINED AT LEAST 50 CREDITS FROM THE SECOND YEAR BEFORE YOU CAN START YOUR INTERNSHIP.

Inspiration

It's your own responsibility to find a suitable internship company:

- on Blackboard (internship module)
- on the Syntaxis website (<http://jobs.syntaxis.nl/>)
- or by approaching a company yourself.

Choosing and obtaining approval for an internship

The internship co-ordinators ultimately decide whether an internship is suitable for your programme. The main criteria are outlined below:

- The internship company must employ a minimum of 10 – 20 members of staff, depending on your specialisation.
- Your assignments and duties during the internship period must be suitable for your programme and sufficiently challenging.
- The company must offer you the opportunity to work on your learning goals.
- Throughout the internship period, the company must offer supervision at higher education or university level and discuss your progress with you at least once every week.

Matters to take care of prior to the internship

Before you start your internship, you must make a number of arrangements with both your internship company and your school:

- You must submit an internship proposal on Blackboard to obtain approval for your internship.
- You must submit an internship agreement, based on the Saxion template, which has been signed by both the internship company and yourself.

Internships abroad

If you want to complete an internship abroad, you should prepare well in advance. Go to <https://www.wilweg.nl/hoger-onderwijs> for basic information. Further information about studying abroad can be found on Blackboard.

Completion and assessment

As your internship nears its completion, you invite your internship supervisor for a final interview at the company. During this final interview, you will deliver a presentation about your internship.

- Submit your internship reports through Blackboard by the agreed deadlines.
- The internship supervisor and a second lecturer will assess your internship in consultation with the company adviser.
- The final grade for the internship will be awarded after 15 working days.

During the internship

During your internship, you'll be working on assignments in-house in order to achieve your learning goals. The company adviser (from the company) and the internship supervisor (from your school) will provide guidance and supervision.

- Your internship period lasts 5 calendar months.
- You must stick to the progress targets and deadlines agreed with your internship supervisor and invite him/her for the first company visit yourself.
- You must attend the internship return session at Saxion (remember to give notice to your internship company well in advance).
- You must comply with the company's rules and regulations. If you become ill, you must notify your internship company of your absence in accordance with their guidelines. In the event of a long-term illness, you must also contact your internship supervisor.

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