

Internship Information Session 2017-2018

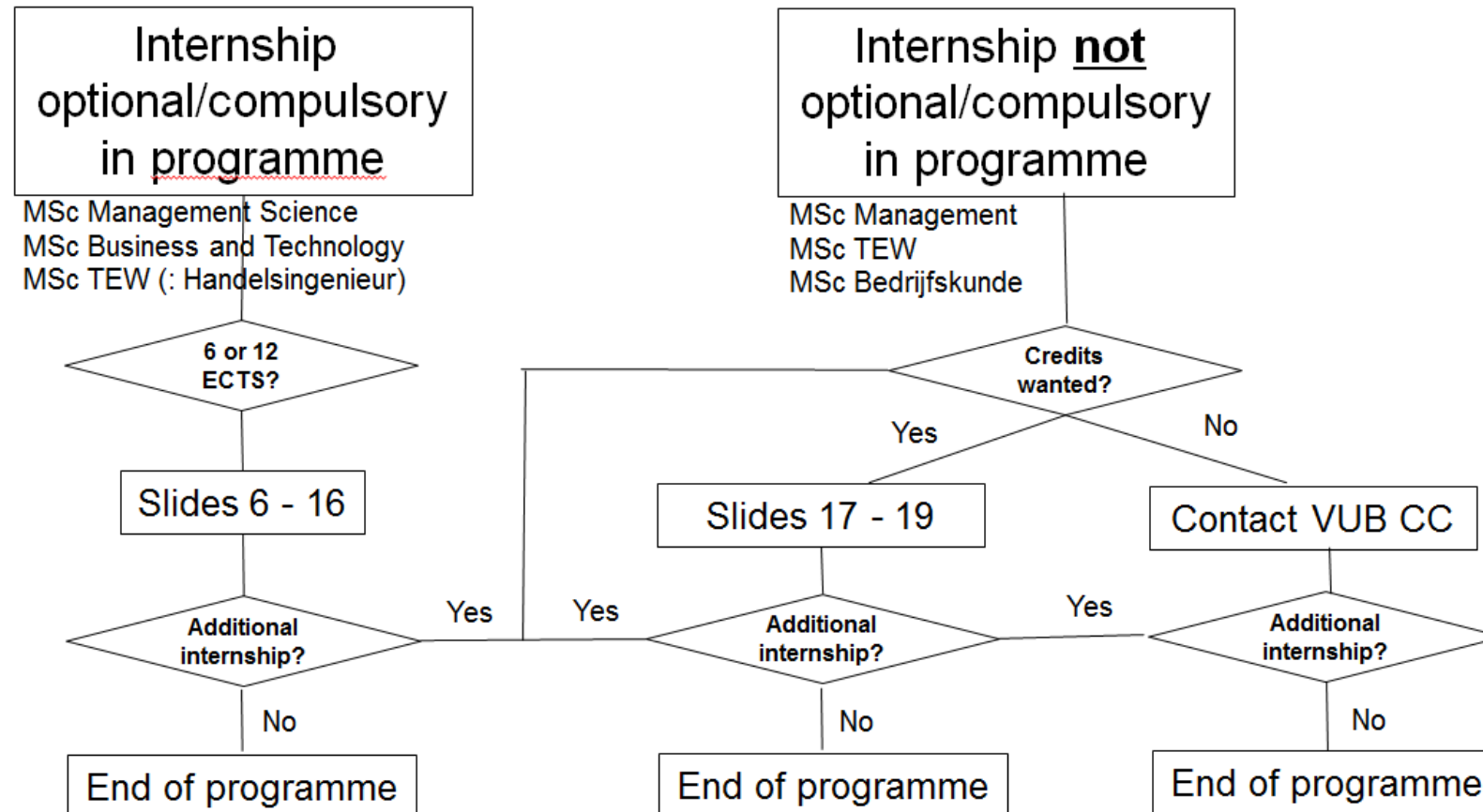
Course requirements and processes

Prof. dr. Michaël Doms (BUSI) & VUB Career Center

AGENDA

- Parties involved and processes
- Internship inside the curriculum
- Internship outside the curriculum
 - During the studies
 - After the studies

STRUCTURE (during studies @ VUB)



FACULTY WEBSITE

The screenshot shows a web browser window with the URL <https://my.vub.ac.be/en/es>. The page features a blue header with the VUB logo and navigation links for 'Home' and 'Nederlands'. A search bar is also present. Below the header, a blue banner reads 'MY.VUB: FOR STUDENTS'. The main content area is divided into two columns. The left column contains the VUB logo, the faculty name 'ECONOMISCHE & SOCIALE WETENSCHAPPEN SOLVAY BUSINESS SCHOOL', and a list of links: 'ES home', 'Contact', 'Programmes', 'Regulations and Forms', 'Timetables', 'Master's Thesis', 'Exam Schedules', 'Study Guidance', 'Internships', 'Exchange', and 'Research & PhD'. A large red arrow points to the 'Internships' link, which is circled in red. The right column is titled 'FACULTY SECRETARIAT' and provides contact information: 'Building C, 2nd floor, room C2.03', 'Pleinlaan 2', '1050 Brussel', and contact hours '[O] MON - FRI 09:00-12:30' and '14:00-18:00'. It also lists phone numbers '[T] 02 629 25 08' and '[F] 02 629 36 45', and an email address '[E] faces@vub.ac.be'. A 'more >>>' link is provided. At the bottom of the page, there are four orange icons: a clock, a calendar, a folder, and an open book. The text 'MY.VUB ES' is visible above the icons.

COMMUNICATION WITH FACULTY

- **Always:**

- Use: internship.business@vub.be : this will speed up the process as it is read by multiple persons. Use a subject line:
 - E.g. "Internship approval"; "Internship request"; "Internship report" etc.
- **Avoid by all means using our personal e-mail addresses**
- Send reminder if no answer after 3 working days (normally reply within the day)
- Before asking a question, make sure you have read this document as well as the course description

VUB Career Center (Adecco)

- **Who are we?**
 - On campus service for students: first steps onto the labour market
 - Coaching your search & application procedure: **Internships & Jobs**
 - To help you find the job your looking for!
- **What do we offer?**
 - Internship orientation and a wide variety of internships on our website!
 - **Website:** All companies can contact us freely to post their vacancies on our website
- **Where can you find us?**
- **CAMPUS ETTERBEEK: Building B, B0.11, Pleinlaan 2, 1050 Elsene**
careercenter@vub.ac.be 02 629 11 88
- www.vub.ac.be/careercenter (NL) - www.vub.ac.be/en/careercenter (EN)

INTERNSHIP INSIDE CURRICULUM (1)

- MSc in Management Science / MBT:
 - Optional course
 - Entitled professor: Michaël Dooms
 - Choice between:
 - 6 ECTS: minimum 20 full time workdays
 - 12 ECTS: minimum 40 full time workdays
 - Additional elements:
 - Can be performed any time / period during the 2 year Master program
 - No maximum duration
 - Work scheme flexibility (e.g. 2 days per week for 10 weeks)
 - International internships allowed / encouraged
 - **It is not possible to combine 2 credited internships at different organizations**
 - **We never accept internships performed without our prior approval (e.g. internships you would have performed before)**

INTERNSHIP INSIDE CURRICULUM (2)

- MSc in TEW: Handelsingenieur:
 - Optional course (choice within compulsory practice course)
 - Entitled professor: Michaël Doms
 - Choice between:
 - 6 ECTS: minimum 20 full time workdays
 - 12 ECTS: minimum 40 full time workdays (but no 'elective' possibility as the 6 ECTS elective will be added to the 6 ECTS compulsory practice course)
 - Additional elements:
 1. Can be performed any time / period during the 2 year Master program as well as before the start of the 1st Master year
 2. No maximum duration
 3. Work scheme flexibility (e.g. 2 days per week for 10 weeks)
 4. International internships allowed / encouraged
 5. It is not possible to combine 2 credited internships in different organizations into one of 12 ECTS (only exception: tutoring project)

INTERNSHIP INSIDE CURRICULUM (3)

- MSc in TEW:
 - Optional course (choice within a specialization)
 - Entitled professor: Michaël Dooms
 - One possibility: 6 ECTS: minimum 20 full time workdays
 - Additional elements:
 1. Can be performed any time / period during the 1 year Master program as well as during the summer period before the start of the 1st Master year
 2. No maximum duration
 3. Work scheme flexibility (e.g. 2 days per week for 10 weeks)
 4. International internships allowed / encouraged

COURSE OBJECTIVES (1)

- **Cooperate on a specific project within the organization (= > problem definition); examples are:**
 - Market research and analysis
 - Functional analysis of business processes
 - New process implementation
 - Company data analysis (process, dept or organizational level)
 - ...
- **Performing daily operational activities is not the core objective! (but of course, sometimes needed to execute / understand the project):**
 - Except if these are in line with Master's competencies e.g. monthly or annual closings of the accounts, audit or accounting tasks requiring Master level skills and competencies (so NOT: booking accounts receivable; personnel admin; etc.).
 - Some tasks such as "event organization" and "direct sales/telemarketing) are also difficult.
- **Private, public (government), not-for-profit organizations are allowed**

COURSE OBJECTIVES (2)

- Reporting:
 - Read the official course description ! (Via faculty website – programme or Pointcarré)
 - Check your e-mail (VUB account) e.g. detailed explanation of the process, changes in the process, etc.
 - Examples of good practice are available at our offices (make an appointment)
 - Grading based on elements outlined on the course description, and general criteria (i.e. structure, language, argumentation, critical reflection,...)
 - If the internship period exceeds the reporting deadline set out on the course description, we will set an alternative reporting deadline (contact us)

PROCEDURE (1): parties

- Four entities intervene:
 - The student
 - The faculty
 - The company / organization providing the internship
 - The VUB Career Center

PROCEDURE (2): search

- On an *individual basis*, entitled professor as “last resort”
- **Supported by the VUB Career Center** (website: www.vub.ac.be/careercenter)
 - Contact Career Center (e-mail: careercenter@vub.ac.be) for additional information or practical issues.
 - Browse our JOBBOARD for internships

Didn't find what you are looking for on our website?

- Make an appointment for internship orientation and personal coaching:
 - ✓ How to search for a good internship (national/international)
 - ✓ VUB Career Center and Randstad company network
 - ✓ CV & motivation support
 - ✓ Tips & tricks on doing your interview

PROCEDURE: approval (1)

- Fill in the internship form (Pointcarré) and send via e-mail to Internship.Business@vub.ac.be **BEFORE THE START OF THE INTERNSHIP** (Allow at least 2 weeks, no signatures needed in this stage, not visits of the university)
 - Pay attention to a good and detailed description of the assignment, bearing in mind the course objectives!
 - Use the form on the faculty website or on Pointcarré (not the VUB Career Center form!)
 - After approval (by e-mail), the VUB Career Center, located building B, ground level, will draft a contract for you to print 3-fold and contact you for signature(s) – see next slide

PROCEDURE: approval (2)

Support by the VUB Career Center:

After approval a contract will be drafted based on your internship form:

- Receive your contract by email
- Print it out in threefold
- Sign it yourself
- Let the company sign
- Bring back your three copies to the VUB Career Center
- You will receive an email from us when the Dean has signed
- You can pick up your contracts

Attention: Keep in mind to start this procedure at least 2 weeks before you actually start your internship!

PROCEDURE: during & after

- During the internship:
 - If any problem arises, please contact the entitled professor asap
 - No need for interim reporting (optional)
- After the internship:
 - Written report following guidelines on course description (Pointcarré).
 - Anonymous evaluation by the company (e-survey)
 - Evaluation by yourself (e-survey)
 - Support by the VUB Career Center

PROCEDURE: after

What do we offer?

- Map your internship experience and acquired competences
- Job orientation
- Individual and group coaching: CV & motivation, job interview techniques, etc.
- VUB Career Center website and Adecco network

Stop by at the VUB Career Center after your internship to find out what we can do for you!

CAMPUS ETTERBEEK: Building B, B0.11, Pleinlaan 2, 1050 Elsene
careercenter@vub.ac.be 02 629 11 88

POINTS OF ATTENTION

- Remuneration: = optional, between yourself and the company / organization your work for
- Assignment: stay close to the course description and objectives (avoid 100% admin work)
- But: most internship assignments, like your “real” job afterwards, require admin work!
- Be aware that you represent the university and your MSc program as well, so impeccable behavior is expected !
- Pay attention to your e-mail regarding general aspects of the process (given potential change process with VUB Career Center)

INTERNSHIP OUTSIDE CURRICULUM (1)

- For Bachelor and Master students without internship courses within their programmes (e.g. MSc Management)
- Also for additional internships on top of mandatory internship
- Internship offers and contracts:
 - Nederlandstalige versie www.vub.ac.be/careercenter
 - English version www.vub.ac.be/en/careercenter
- Faculty does not administratively support internships outside credit contracts
- In other words: students wanting to perform an internship and get credits for it need to enroll for an additional credit (with reporting requirements at the end to obtain the credit) through a credit contract (pay attention: register before October 15th)

INTERNSHIP OUTSIDE CURRICULUM (2)

- The internship can be accepted if:
 - It is linked to the study domain and the tasks are in line with the level of the study degree
 - So no lower skilled admin work (be aware that abuse exists)
 - Administrative handling by the VUB Career Center (location ground floor building B)
 - Search for an internship
 - Contract arrangements
 - Contact: internships@vub.ac.be
 - Other career services also available

INTERNSHIP OUTSIDE CURRICULUM (3)

- Procedure for a credit contract:
 - Send the internship description to the entitled professor of the internship course (via e-mail);
 - After approval, go to the academic career consultant ('studietrajectbegeleider') to complete your official demand for a credit contract;
 - After receiving the credit contract from VUB central enrolment, go to the VUB Career Center for your internship contract.
- Other internships (outside curriculum, without credit contract): seek advice from the VUB Career Center