Internship Information Session 2017-2018

Course requirements and processes

Prof. dr. Michaël Dooms (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)**

**Internship optional/compulsory in programme**
- MSc Management Science
- MSc Business and Technology
- MSc TEW (Handelsingenieur)
- 6 or 12 ECTS?
  - Slides 6 - 16
    - Additional internship?
      - Yes: End of programme
      - No: End of programme
  - Credits wanted?
    - Yes: Slides 17 - 19
      - Additional internship?
        - Yes: End of programme
        - No: End of programme
    - No: Contact VUB CC

**Internship not optional/compulsory in programme**
- MSc Management
- MSc TEW
- MSc Bedrijfskunde
- Credits wanted?
  - Yes: End of programme
  - No: End of programme
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 you’re 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)
• 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)
• MSc in TEW: Handelsingenieur:
  • Optional course (choice within compulsory practice course)
    • Entitled professor: Michaël Dooms
  • 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)
• 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](http://www.vub.ac.be/careercenter))
  • Contact Career Center (e-mail: [careercenter@vub.ac.be](mailto: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
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 form 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)
• 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)
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
• 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