

# Internship within faculty ES: Course content and process

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## *General Information*

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**ES Faculty website (internship) in English:** <https://student.vub.be/en/es#home>

**ES Faculty website (internship) in Dutch:** <https://student.vub.be/es#home>

- Semester: 1st and 2nd semester
- Grading method: Grading (scale from 0 to 20)
- Can retake in second session: Yes
- Taught in: English and Dutch
- Faculty: Faculty of Social Sciences & Solvay Business School
- Department: Business
- Educational team: Michael Dooms (course titular) ([internship.business@vub.be](mailto:internship.business@vub.be)), Fanny Soyeur ([internship.business@vub.be](mailto:internship.business@vub.be)) and Bruno Moeremans ([internship.business@vub.be](mailto:internship.business@vub.be))

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## *Description*

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The objective of the internship is that the student cooperates in a concrete project within a company or other organization. It is explicitly not the objective that the student is employed to perform daily operational activities (of course this is possible if this is imperative for the execution of the project, but this cannot be the core of the internship). More complex tasks are expected. The student is required to perform an internship in line with the program he or she is following at the university. In other words, a concrete formulation of the problem is needed, as well as a methodology and planning to tackle/solve the problem (or part thereof) within the internship. Examples (not exhaustive) are market research and analysis, functional analysis of business processes, implementation of new processes, analysis of company data (on a process, department or organizational level) etc. The internship can be executed in private firms, not-for-profit organizations as well as the public sector.

Students are required to search a position on an individual basis. Internship positions can also be retrieved on:

<https://www.vub.be/en/careercenter/internship> (English)

<https://www.vub.be/careercenter/stage> (Dutch)

[https://vubrusssel.jobteaser.com/en/users/sign\\_in?back\\_to\\_after\\_login=%2Fen](https://vubrusssel.jobteaser.com/en/users/sign_in?back_to_after_login=%2Fen) (English and Dutch)

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### *Who*

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- Students Business Engineering (Dutch programme – catalog number 4006425ENR (6 ECTS) and 4018349ENR (12 ECTS))
- Business Engineering: Business and Technology (English programme - catalog number 4018227ENR (6 ECTS) and 4018233ENR (12 ECTS))
- Applied Economic Science (Dutch programme – catalog number 4006425ENR (6 ECTS))
- International Business (English programme - catalog number 4018227ENR (6 ECTS) and 4018233ENR (12 ECTS))

Students willing to take up this course need to be enrolled for **at least 30 ECTS** in their Master's program. The student can enroll for **only one internship** over the course of his or her Master's program. Students willing to perform **a second internship** as part of their program at the university will **not be accepted**. Furthermore, it is not allowed to combine 2 internships of 6 ECTS within different organizations into one 12 ECTS internship. The only exception concerns the tutoring project of 6 ECTS, which can be combined with a 6 ECTS internship. Specific international business projects run by the faculty (for 6 ECTS with Close The Gap and RANEPa) can also be combined with a 6 ECTS internship. For more information regarding possible **international business projects** and combinations with regular internships please consult the PowerPoint presentation by Michaël Dooms "**Practical Projects**" available on **CANVAS and the ES faculty website**.

Voluntary internships (meaning outside of the student's curriculum and for which no ECTS can be registered) **will not be supported by the VUB anymore**, and this starting from academic year 2019-2020. A voluntary internship will exceptionally be accepted for students being part of the excellence portfolio program of the VUB and ES faculty.

The internship process (as described further in this document under section "**Process**") can start anytime based on the student's preference. On the other hand, **course registration for the internship (enrolling for ECTS) is not compulsory before starting the internship**. This means that the student can start the whole internship process if desired without being officially registered for the course and that the student will enroll for the internship course for ECTS later on. It is possible to enroll for the internship course after performing the internship (e.g. performing the internship in Master year 1 and enrolling for the internship (ECTS) in Master year 2 is permitted). If this path is followed, the student has to ensure that **enrollment for the course after the internship will be performed, this is compulsory** as it makes part of the contract. The student has to keep in mind that the deadline for officially registering for the course (enrolling for ECTS) is **15<sup>th</sup> October of every academic year**.

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### ***When***

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Preferentially, the internship is executed during the summer months. However, the internship may be executed during each period of the academic year, provided that the student takes the necessary measures to ensure the follow-up for other course related activities. This implies that the student as a minimum has to inform the course holders of structural absence during the internship as well as communication with fellow students in relation to team assignments for other courses.

The internship may be executed on a full-time (5 full-time working days a week) or a part-time basis (e.g. 2 full-time workings days during 10 calendar weeks).

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### ***Duration and ECTS***

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The duration is set at minimum 20 full-time working days; there is however no maximum set. An internship of at least 20 full-time working days corresponds to 6 ECTS, while an internship of at least 40 full-time working days corresponds to 12 ECTS. The duration of the internship should consider official holidays and closures of the internship provider (which cannot be included as working days under the internship duration).

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### ***Process***

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Before starting the internship process the student needs to make sure that the aforementioned requirements are respected in order for the student to be eligible for an internship.

Students are required to search a position on an individual basis. Internship positions can also be retrieved on <https://www.vub.be/careercenter/stage>. Once a position has been found, the process is as follows:

- The student and the company fill out the **internship form available on the faculty website or on CANVAS**. The student sends the form (in its original format (doc. or docx., **no scans**)), to [internship.business@vub.be](mailto:internship.business@vub.be) in order to be reviewed and approved by the course holder;
- Subsequently, and after approval received by [internship.business@vub.be](mailto:internship.business@vub.be), [internship.business@vub.be](mailto:internship.business@vub.be) will compose an internship contract, based on the submitted internship form, and invite the student and company to sign the contract electronically through Adobe Sign. The Adobe Sign system invites both parties to sign the contract electronically through an automated e-mail containing a weblink redirecting the parties to the contract in order to apply an electronic signature on it. Once the contract is signed by both parties all of them will automatically receive a copy of the contract. From there on all administrative procedures are finalized.

Remember that over the whole process, the academic team will review the documents (based on the aforementioned requirements of the internship position to be held, the duration, etc.). If the documents are not in line with the VUB's requirements, the academic team will resend the documents to the student and/or company for adjustment!

Remember that the **whole process, during peak periods, can take up to two weeks. Please also allow for 3 working days between steps.**

**No remuneration clause** is included in the internship contract provided by the VUB and ES faculty. If the student and company agreed on a remuneration for the internship position, they will have to sign a separate bilateral (student and company) contract in which the VUB and ES faculty will not intervene (meaning a separate contract between the student and company without a VUB and ES faculty approval and signature).

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### ***Report***

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After completion of the internship, the student is expected to write an internship report. This report consists of (1) a note of about 10 pages (max. 3000 words) that explains where the internship was held (with a company description), a description of the assignment, what the problem was, how the internship unfolded and how the problem was tackled/solved. Also, a description of the delivered outputs and results is required before a good conclusion. The student should also provide in this note a brief critical reflection on the use and relevance of the skills and competences obtained during the Bachelor (and Master) degree. Finally, the report includes (2) an annex consisting of the most representative outputs which were delivered to the firm or organization (PowerPoint presentations, notes, other documents). If necessary, oral explanation may be demanded to clarify elements of the internship report. An appointment can be made with the course holder team ([internship.business@vub.be](mailto:internship.business@vub.be)) to consult further examples of internship reports. Report structure:

- Company description
- Description of assignment
- Problem and Methodology
- The internship (= the whole internship explained and unfolded)
- Results and output
- Conclusion
- Critical reflection
- Annex with output

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### ***Submission and Deadline Report***

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The internship report needs to be submitted at the latest on the **15th of March** of the academic year during which the student is to obtain his or her master's degree. Otherwise, students expecting to obtain their degree in September are required to submit at the latest on the **15th August**. Students expecting to obtain their degree in January need to submit before the **15th of December**. If the end date of the

internship exceeds the deadline, an exception can be granted. In this case a formal approval needs to be requested through e-mail by the student to [internship.business@vub.be](mailto:internship.business@vub.be). If approved, the deadline for the submission of the internship report will be 10 working days after the final day of the performed internship.

**The report has to be submitted in electronic format to [internship.business@vub.be](mailto:internship.business@vub.be) and handed over in hardcopy at the Department Secretariat PL5.4.20 (Pleinlaan 5, 1050 Ixelles, fourth floor, office 20) at the attention of Prof. dr. Michaël Dooms and/or his assistants Fanny Soyeur and Bruno Moeremans. Please keep in mind that the Department Secretariat office opening hours are 9:00-12:00 and 13:00-16:00.**

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### *Assessment Internship*

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Written evaluation based on the internship report. The assessment of the student's internship is performed by the academic team. The assessment is **solely based on the report** handed over by the student. At the end of the internship or academic year, the academic team sends out an online survey both to the student's company and to the student. This survey is only meant to deliver aggregated results with regard to the quality of the internship program and to improve it, as an individual formative evaluation together with the internship provider (kick-off meeting, interim meeting and report, exit meeting) currently is not feasible given the resources available. As a consequence, the survey will **not have an impact on the student's grades for the course**. The student's grades are disclosed together with the score sheet of the student.

# Additional information

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## *Teaching Methods*

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*Lecture*: collective contact-dependent moments during which the lecturer engages with learning materials

*Seminar, Exercises or Practicals (Practical)*: collective or individual contact-dependent moments during which the students are guided to actively engage with learning materials

*Independent or External Form of Study (Self)*: independent study

This description of the teaching methods is indicative, in order to assess the expected study load.

Lecture: 1 hour

- Information session on do-and-don'ts (Internship forum, organized by Inisol)

Practical: 1 hour

- Alignment of the assignment (Ex ante evaluation of the objectives of the assignment with both the company and the course holder against the course objectives)

Self: 178 hours

- Searching internship (incl. administrative process): 8 hours
- Execution of internship: 152 hours (20 days x 7,6 hours)
- Reporting: 16 hours

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## *General competences*

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The internship aims to introduce the student into corporate practice at management level. The internship allows the student to confront the theoretical knowledge of the courses to practical reality.

These competences are expected at the end of the internship:

- Function autonomously in an organisation
- Solve a real management/business economics related problem (in a critical way)
- Report in a professional manner
- Use the obtained skills and competences from the bachelor/master courses in a real situation