



Vesalius College

INTERNSHIP PROGRAMME

REGULATIONS

Each semester, Vesalius College offers students in good academic standing the opportunity to apply to take the Internship course. Students may take an internship during their fourth or fifth semesters if in a 3-year Programme or in their Junior or Senior years if in a 4-year Programme. The internship course is worth 6 ECTS credits (equivalent to 3 U.S. credits) and is considered a major elective or a major requirement, depending on the student's major and concentration. Students should consult with their academic advisor or with the Curriculum Chair for their chosen major in order to obtain clarification of their particular academic requirements.

A student interested in applying for an internship should do so **as soon as possible in the semester preceding** the one in which s/he wishes to take the internship course. The reason for this requirement is that the selection procedure can take time, and delays in securing an internship can mean that the student will need to work more hours per week during the semester in order to complete the total number of hours required to receive full credit for the course. See p. 7 of this catalogue for the updated deadlines.

Internship Application Procedure:

1. Examine the profiles of available internships and select a maximum of three positions that interest you. If you have questions regarding a particular position, please see or arrange for an appointment with the External Relations Officer (sgarcjar@vub.ac.be).
2. Create a ONE-PAGE CV, which includes personal information, educational record, work experience, personal interests, and special skills (especially languages). Make sure it is free of errors, accurate and easily readable. Contact Ms. Patricia White (patricia.white@vub.ac.be), at the Vesalius College Study Centre for assistance with your CV or visit our website for a CV template and cover letter sample (<http://www.vesalius.edu/currentstudents/internships>). If you are a Study Abroad student, please check with your career services department before submitting your application.
3. List your 3 internship preferences in order of importance; submit the list, a CV, and a cover letter for each position to the External Relations Department by email (sgarcjar@vub.ac.be). Your letter should show that you are familiar with the organisation and the expectations of the position advertised, and that you have the skills/knowledge requested by the sponsor. Make sure you consult the organisation's website before writing your letter.



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NB: Your CV and cover letter may be subject to a preliminary review by the Internship team. Should we detect any outstanding spelling/grammatical errors, your application will go no further until the errors are corrected.

4. Your applications will then be sent to the appropriate organisations, which will make a final selection of candidates to be interviewed. Interviews take place on Thursday the week prior to the beginning of classes. Make sure you make your travel arrangements to be on time for the interview. If you are called for an interview, prepare for it by reviewing your knowledge of the company or institution.
5. Once interviews have been held, the sponsor will inform the External Relations Department of its final choice and we will then inform you of your status. If you have been selected for a position, you must accept or refuse the offer within **24 hours, informing the External Relations Department**. If, after 24 hours, we have not heard from you, we will take your silence as a refusal of the offer and will so notify the sponsor.
6. Once you have accepted an offer, you are expected to honour that commitment. Withdrawal from an internship position can be allowed only on the grounds of serious illness or extenuating circumstances. Any student withdrawing from an internship position without prior approval of the sponsor and Vesalius College will be subject to academic sanctions. Once you accept an offer, the External Relations Department will cancel any interviews that may be scheduled with other sponsors.
7. **IMPORTANT:**
 - Vesalius College will not award academic credit for any internship position that is arranged directly by the student with a company that appears in the current Vesalius Internship Programme catalogue (i.e. if students bypass the official selection process).
 - A student may request academic credit for internships other than those currently on offer by the Vesalius Internship Programme as long as the internship is approved by the end of Week 1 of each term. To request authorization, please contact the External Relations Department (sgarciar@vub.ac.be).



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8. **PLEASE NOTE THAT THERE IS NO GUARANTEE THAT YOU WILL BE SELECTED FOR AN INTERNSHIP.** Applying for an internship is like applying for any job. If, for any reason, you are not selected, do not be discouraged. If you are still interested in an internship position despite having failed to secure a match after your first round of interviews, please make an appointment **right away** with our External Relations Department.
9. **FINAL NOTE:** Once you are accepted for an internship, be sure to fill out a "**Drop/Add**" form to be handed in to the Registrar **before the end of week 2**. The maximum course load for full-time students is 5 courses, or 30 ECTS credits. The internship course counts as one of these 5 courses.
10. **IF YOU ARE A STUDENT IN THE FORMER 4-YEAR PROGRAMME, PLEASE CONTACT US (sgarcia@vub.ac.be) ASAP. DIFFERENT RULES APPLY TO YOU!**



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OVERVIEW

- **The internship will, if possible, be related to the student's major.**
- **The internship will always be unpaid.**
- **The internship is letter-graded. Grading the internship as Pass/Fail is not an option.**
- **Students must be in their 4th or 5th semesters of a 3-year programme of study or in their Junior or Senior years of a 4-year programme at the time of undertaking an internship.**
- **Student interns are expected to work 10-14 hours per week until the completion of a minimum of 150 work hours for the semester.**
- **The intern earns 6 ECTS credits (equivalent to 3 US credits) and is limited to participating in one credit-earning internship during his/her studies at Vesalius College.**
- **The internship course is generally considered a major elective. For Communications students, the internship course is considered a major requirement.**
- **The intern will keep a log of hours spent working on the internship, which will be countersigned by the internship sponsor supervisor.**
- **The sponsoring organisation will fill in an evaluation form on the intern, as will the internship supervisor.**
- **At the end of the semester the student will complete a 3000-word report on his/her internship experience.**