



Course Syllabus

INTERNSHIP INT 381G/382G

INT381G: 6 ECTS credits

INT382G: 12 ECTS credits

The internship program is opened to students in good academic standing and can be completed as early as the second semester of their second year at the college. It is worth 6 ECTS credits and provides an excellent opportunity for students to gain valuable professional experience in a truly international environment that can help them orient their career choices after graduation, gain valuable practical experience and build relationships with professionals and organizations. The internship is unpaid and can be taken as a major elective in the Business, Communications and International Affairs majors.

The standard 150 hour internship (INT 381G) is evaluated with a letter grade and is worth 1 academic course or 6 ECTS.

Incoming study abroad students to Vesalius College are allowed to complete a “double” internship worth 2 academic courses or 12 ECTS credits (6 US academic credits) (INT382G).

While each internship experience is distinctive on account of the nature and scope of the organization itself, the academic internship supervisor takes care to assess the overall quality and the level of the internship, ensuring that its level corresponds with that of an academic bachelor.

Contact Details for Professor

Designated Academic Professor: _____

Tel:

E-mail:

Course Prerequisites :

In order to qualify, degree-seeking students must have completed at least 90 ECTS by the time they start the internship and have a minimum GPA of 2.7. They are also required to attend the VIP Application Workshop organised by Vesalius College Careers Office

Incoming study abroad students must obtain prior approval from their home university for the transfer of the internship grade and credits back to home university.

Learning Objectives

The learning objectives at the cognitive level are dependent on the internship taken.

Throughout the course of the internship, students are expected to be able to showcase a number of **attitudes** and **skills** related to the professional environment.

Students are primarily assessed in terms of their overall work attitude by the on site supervisor according to the following criteria:

- a) attendance
- b) dependability
- c) promptness
- d) positive attitude
- e) initiative

In terms of their work skills, it is expected that students prove the skills in the following areas:

- a) research skills
- b) analytical skills
- c) written expression
- d) oral expression
- e) interpersonal
- f) meeting of deadlines
- g) quick learner

An additional criterium provided is their overall performance as assessed by the onsite supervisor via a series of answers to a standardized questionnaire (see below).

Course schedule

Degree-seeking students are allowed to complete only one internship during their Bachelor program.

The actual internship schedule is determined by the student and the onsite internship supervisor. Students need to complete 150 working hours (6 ECTS) over the course of a full semester which broadly translates into working 12-15 hours a week during the fall and spring semesters and 30 hours during the summer period.

Students abroad who have been allowed to complete a double internship (12 ECTS) are expected to work 280 hours per semester (approximately 25 hours a week) and in addition to the daily log and the internship report, are required to conduct an academic research project over the course of the term.

Course

Materials

Textbook:

N/A

Course

Assessment

Single internship:

The students will be evaluated on the basis of their performance as follows:

Final internship report	30 %
Contact with supervisor	15 %
Final on-site evaluation	55 %
TOTAL:	100 %

Grade

Breakdown

The final grade awarded to the student is the result of a number of actions taken on the part of the student, the assessment of the professor and the final evaluation sheet completed by the person responsible for supervising the internship on site.

The professor designated by administration to oversee the student on behalf of Vesalius and to eventually collate the evaluations and eventually provide the final letter grade. The professor awards a total of 45% of the final grade while the on site internship supervisor is responsible for the remaining 55 %.

Final Internship Report / Contact with Supervisor

The 45% awarded by the professor is based on the following criteria:

- 1) Quality of the final 3.000-word/10 page internship report (30%)
- 2) The timeliness and quality of the contacts established between the student and the professor (15%)

The evaluation of the contact and follow-up is left to the discretion of the College internship supervisor. The points allocated (15 points maximum) should be awarded according to the following criteria:

- First contact; the student contacted the professor within the first three weeks.

- Mid-term meeting: the student contacts the professor between week 6 and 7 of the academic calendar, completes and hands out the 2 page mid-term report and discusses matters pertaining to the internship.
- Other: any other meeting, follow up and contacts with the professor, timely submission of the final material (daily log, final report...).

Final On-site Evaluation

The 55% awarded by the onsite internship supervisor is based on the final evaluation sheet which comprises a number of attitudes and qualities that the student should be able to display as part of their internship experience. The evaluation sheet is provided at the end of the syllabus.

Based on the open-ended questions at the end of the evaluation sheet, the academic advisor can award an additional three (3) points to the grade of the onsite internship supervisor.

To ascertain the quality of the intern throughout the semester and eventually discuss grade related matters, the academic supervisor contacts the employer via on site visits and/or by phone.

Double internship:

The students will be evaluated on the basis of their performance as follows:

Final internship report	30 %
Research paper	30%
Contact with supervisor	10 %
Final on-site evaluation	30 %
TOTAL:	100 %

Grading Scale of Vesalius College

Vesalius College grading policy, in line with the Flemish Educational norms, is now as stated follows:

Letter grade	Scale of 20	Scale of 100
A	17.0-20.0	85-100
A-	16.1-16.9	81-84
B+	15.3-16.0	77-80
B	14.5-15.2	73-76
B-	13.7-14.4	69-72
C+	13.1-13.6	66-68
C	12.3-13.0	62-65

C-	11.5-12.2	58-61
D+	10.7-11.4	54-57
D	10.0-10.6	50-53
F	0-9.9	0-49

Further description of assessment activities and Grading Criteria

The following criteria will be applied in assessing your written work:

- Throughout their internship experience, students are expected to prove their synthetic and analytical skills as well as prove that they have been able to learn quickly and markedly improve their interpersonal skills.
- The midterm report consists of a standard two page report to be handed in, in its completed form, to the college internship advisor around midterm week.
- The final 10 page/ 3.000 word paper typically includes the history and development of the organization, a detailed explanation of the internship experience in terms of duties and responsibilities performed as well as the skills learned in the process. It is also strongly suggested that students provide a final page with the practical information they believe could be of use to a future internee, and a critical reflection on their own internship.
- The final report should prove that the student is able to retrieve, analyze, critique and effectively organize information and has acquired the ability to provide information via superior writing, editing and formatting. A more detailed explanation of the content expected in the final report is provided during the initial meeting or during the midterm interview with the VeCo internship supervisor. Timeliness in delivering the assignments is of paramount importance.

Additional Course Policies

Failure to set up an appointment or to meet the professor when an assignment is due according to the schedule will automatically negatively impact on the portion of the grade provided by the professor (15 percent)

Students are also required to keep track of their working hours spent on the site in a log which needs to be countersigned by the designated internship supervisor on site.

Academic Honesty Statement

Academic honesty is not only an ethical issue but also the foundation of scholarship. Unprofessional attitude is therefore considered a serious breach of academic integrity and could occasion termination of the contract.

Evaluation Sheets

Internship Evaluation by Internship Partner Supervisor

Academic Year: Semester: Fall Spring Summer

Intern's Name:

Internship Partner:

Supervisor:

Please rate the student in regard to the following attitudes and skills:

Work Attitude:	Excellent	Very Good	Good	Satisfactory	Not Satisfactory	No Information
Attendance	<input type="checkbox"/>					
Dependability	<input type="checkbox"/>					
Promptness	<input type="checkbox"/>					
Positive Attitudes	<input type="checkbox"/>					
Initiative	<input type="checkbox"/>					
Other:	<input type="checkbox"/>					

Work Skills:	Excellent	Very Good	Good	Satisfactory	Not Satisfactory	No Information
Overall performance	<input type="checkbox"/>					
Research Skills	<input type="checkbox"/>					
Analytical Skills	<input type="checkbox"/>					
Written Expression	<input type="checkbox"/>					
Oral Expression	<input type="checkbox"/>					
Interpersonal Skills	<input type="checkbox"/>					
Punctuality (Meeting Deadlines)	<input type="checkbox"/>					
Quick Learner	<input type="checkbox"/>					
Other:	<input type="checkbox"/>					

Internship evaluation by Internship Partner Supervisor, part 2

1. How many time was the student absent from work? (excluding absences for official academic reasons)

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2. Briefly, what were the types of work assigned to the student during the semester?

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3. Was the student able to complete a suitable portion of the assignments? Were you satisfied with them? If not, please explain why.

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4. Does the intern have satisfactory background and/or preparation for the internship?

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5. Please add any further comments or suggestions regarding the intern or the internship.

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Signature of supervisor:

Date: