



Course Syllabus

INTERNSHIP INT 381G/382G

INT381G: 6 ECTS credits

INT382G: 12 ECTS credits

The Vesalius College Internship (VIP) program is open to students in good academic standing that have completed at least 90 ECTS by the time they submit their application. It provides an excellent opportunity for students to gain valuable professional experience in a truly international environment that can help students orient their career choices after graduation and build relationships with professionals and organizations. The internship is unpaid and can be taken as a major elective in the Business, Communications, International Affairs and Law majors. The standard 150 hours internship (INT 381G) is evaluated with a letter grade and is worth one 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 based on the nature and scope of the organization itself, the academic internship advisor takes care of the overall quality, the level of the internship, ensuring that the level corresponds with that of an academic bachelor.

Contact Details for Professor

Designated Academic Professor: ...

E-mail: ...

Course Prerequisites

In order to qualify, degree-seeking students must have completed at least 90 ECTS by the time they submit their application and have a minimum GPA of 2.7.

They are also required to attend the Internships & Careers workshop organized twice a year by the Vesalius College Careers Office. The workshop focuses on style and writing skills to improve students' CVs for the International and European market, their cover letters and their interview's skills.

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 depend on the internship taken. 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 improve their interpersonal skills.

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

Students are primarily assessed in terms of their overall work attitude by the Internship Partner Supervisor according to the following criteria:

- attendance
- autonomy/independency
- promptness
- positive attitude
- proactiveness

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

- research skills
- analytical skills
- written expression
- oral expression
- interpersonal skills
- time management
- quick learner

An additional criterium provided is their overall performance as assessed by the Internship Partner Supervisor via a series of answers to a standardized questionnaire (see Annex 1).

Course schedule

Degree-seeking students are allowed to complete only one internship during their Bachelor program. The student in agreement with the Internship Partner Supervisor determines the actual internship schedule. 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 terms (15 weeks) and 30 hours during the summer term (7 weeks).

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

N/A

Course Assessment

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

| | |
|--|-------|
| Contact and follow-up with Vesalius Internship Advisor | 15 % |
| Final Internship Report and daily-log of hours | 30 % |
| On-site evaluation by Internship Partner Supervisor | 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 (Vesalius Internship Advisor) and the final evaluation sheet completed by the person responsible for supervising the internship on site (Internship Partner Supervisor).

The Vesalius Internship Advisor, a professor designated by administration to oversee the student on behalf of Vesalius, awards a total of 45% of the final grade while the Internship Partner Supervisor is responsible for the remaining 55%.

Contact and follow-up with Vesalius Internship Advisor (15%)

The evaluation of the contact and follow-up is based on the Vesalius Internship Advisor's evaluation of the timeliness and quality of the contacts established between the student and the Vesalius Internship Advisor.

The points allocated (15 points maximum) should be awarded according to the following criteria:

1. First contact (3 points): The student should contact the Vesalius Internship Advisor within the first two weeks. The student should introduce her/himself, the University of origin if Study Abroad and the place where she/he is conducting the internship.

2. Mid-term meeting and Self-Evaluation Report (10 points): During the fall and spring term, the student should contact the Vesalius Internship Advisor and arrange a physical meeting between week 6 and 7 of the academic calendar to discuss matters pertaining to the internship. At least one day before the meeting the students should submit via email a mid-term self-evaluation report. During the summer term the student should contact the Vesalius Internship Advisor via email during week 3 and should send the mid-term self-evaluation report.

The mid-term self-evaluation report should be a typed word document that answer the following questions:

1. Previous Goals & Achievements
 - On what goals have you been working during this evaluation period? How well did you accomplish them?
 - Did your goals stay the same or did they change?
 - What are you most proud of and why?
2. Future Goals & Achievements
 - What 3 major goals do you think you should plan to achieve before the end of the internship?
 - Is there anything else, work related, that you would like to achieve?
3. Job Performance
 - How clear are you about what is expected of you? If you are not clear, give details.
 - How well do you think you are meeting these expectations?
4. Job Satisfaction
 - What aspects of your job do you enjoy and why?
 - What aspect of your job do you not enjoy and why?
5. Job Description
 - Do you think the Internship Profile accurately describes your job? If not, please discuss with your advisor and your supervisor so a new one can be drawn up.

Please note that each answer should not be longer than 200 words.

3. On-time submission of Final Report and daily-log of hours (2 points): timely submission of final material (final report and daily-log of hours).

Final Internship Report and daily log of hours (30%)

The evaluation of the Final Internship Report is based on the Vesalius Internship Advisor's evaluation of the quality of the Final Internship Report and the submission of the completed daily-log of hours.

At the conclusion of the internship, students have to write a report between 2000 and 2500 words. 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. The report should be submitted on time and should demonstrate academic rigor in content and style. It is a personal record of what interns learned and experienced during the internship.

The report must include:

- A description of the organization or company. Please note that a simple copy and paste from the organization's website will not be accepted;
- A description of the projects and tasks carried out by the company department where the intern worked;
- An evaluation of the work done by the intern and of how beneficial the intern's work has been for the organization;
- A list of activities undertaken during the internship including: a) supervisor's name, b) intern's responsibilities, c) a detailed description of the intern's main tasks and projects, specifying the assigned task as well as the area where the intern excelled and encountered challenges;
- An analysis, supported by relevant examples (both positive and negative), of the experience had during the internship; i.e. what was it like to work there?;
- An evaluation of the internship as a learning experience in terms of: a) pre-professional training, b) responsibilities, c) teamwork, and d) psychology of the workplace;
- A list of suggestion on how to improve this internship experience.

The report has to respect the following style:

- Cover sheet with a centered title: Internship at (Internship Partner Name), and at the lower left of the page: your name, the internship code, your Internship Advisor's name, and the semester and year (i.e. SPRING 2017) on four separate lines;
- Standard 12-point font, double-spaced throughout, indentation of 5 spaces for new paragraphs, and pagination at upper right;
- Attachments and annexes should be clearly labeled and their purpose explained;

The report is an academic document, and it has to be written in a clear style and in an academic tone. Students are expected to proofread the report for grammar, punctuation and spelling. Reports that are deficient in any of these areas will be returned for revision, please note that the grade for the internship could be impacted negatively by any delay in the submission of revised reports.

Students are also required to keep track of their working hours spent at the organization or company in a typed daily-log of hours that needs to be countersigned by the designated Internship Partner Supervisor and submit to the Vesalius Internship Advisor together with the final report.

On-site evaluation by internship partner supervisor (55%)

The Internship Partner Supervisor provides the on-site evaluation that comprises a number of attitudes and qualities that the student should be able to display as part of their internship experience. The Internship Partner Supervisor provides the evaluation sheet (Annex 1) to the Vesalius College Careers Office that sends it to the Vesalius Internship Advisor.

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 |

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.