

Code of Conduct

Students are expected to behave in a professional and ethical manner during the entirety of the application and selection process, as well as during the course of the semester-long internship. This includes, but is not limited to:

During the application and selection process:

- Students must reply to emails sent by the Internship Coordinator.
- Students are strictly forbidden to directly contact the internship partners. All communication between the candidates and the internship partners must go through the Internship Coordinator.
- Students must be on time for interviews.
- If an internship partner offers a candidate an internship, the latter must accept or decline the offer in writing by sending an email to the Internship Coordinator within 24 hours.

During the internship

- Dress code: Maintain a neat appearance and dress appropriately.
- Follow through on commitments.
- Do not conduct personal business during working hours.
- Be on time for work.
- Respect deadlines.
- Turn in assignments on time.
- Be supportive and proactive.
- Be polite and cooperative.
- Seek to further your professional development by improving skills and acquiring new knowledge. Students should not be afraid to ask for additional work, or try to come up with some projects on their own.
- Halfway through their internship, students must arrange a meeting with their internship advisor.
- Occasionally, students may encounter some problems or difficulties during their internship. We encourage our students to tackle the problem from the beginning and not leave it until the end of the internship. The Internship Coordinator and the Internship Advisors can provide students with guidance, but students should first try to solve the problem on their own.

After the internship

- Students must submit their log of hours worked to their internship advisor. The log must be signed by their internship supervisor.
- Students must write a final report on their internship experience. See the syllabus.



Internship Regulations for SA Students

Eligibility

Study Abroad students can apply for the internship programme only if they have obtained prior approval from their home university for transferring the internship grade and credits back to their home university transcripts.

Regulations

- There are 2 types of internships available to Study Abroad students:
 - 'Single' internship involves 150–180 hours of work over the course of the semester (roughly 12–15 hours per week). Students are also required to keep a daily log and write a 2000/2500-word paper at the end of the term. The single internship is evaluated with a letter grade and is worth 1 academic course, or 6 ECTS (equivalent to 3 US academic credits).
 - 'Double' internship' (**only for in-person internships**). The 'double' internship is worth 2 academic courses or 12 ECTS (6 US academic credits). With the 'double' internship, students are expected to work 280 hours per semester (approximately 25 hours per week) and, in addition to the final paper and daily log, are required to conduct an academic research project over the course of the term. Please note that double internships are not available during the summer semester.
- Students must check the internship catalogue for the semester during which they want to undertake the internship and choose up to three internship offers. ***It is critical that the internship offers are selected from the current catalogue!***
- Students must abide by the internship programme **deadlines** published on the Vesalius College website.
- The **resume and cover letters** must each be 1-page long and must be **reviewed by the home institution** prior to submission.
- The internship application must be submitted on time (please refer to the deadlines published on the website). Please note that **late applications will not be considered**.
- **The application must include:**
 - a resume
 - three cover letters (each tailored to a desired position/job description)
 - a recommendation letter from a University Professor
 - A signed copy of the Internship Regulations and Code of Conduct
 - a certificate of no criminal conviction (if required and indicated in the internship description)
- Students must indicate their cumulative **GPA** on the resume.
- Students must be aware that due to the highly-competitive nature of the internship programme, there is **no guarantee** that they will be selected for the internships for which they have applied.
- If selected for an interview, students must carefully prepare themselves for the interview.
- Once students have started an internship, they **may not withdraw** from it except under extraordinary circumstances, and then only with the permission of the Internship Coordinator and the Internship Advisor.