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TU Delft

CME 2100 INTERNSHIP MANUAL

CONSTRUCTION MANAGEMENT AND ENGINEERING



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Faculty Civil Engineering and Geosciences
Master Construction Management and Engineering
With special thanks to the Traineeship Office Civil Engineering

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STUDY LOAD

10 ECTS

EDUCATION PERIOD

Q1, Q2, Q3, Q4
Starting date: Any date

COURSE LANGUAGE

English

LIST OF CONTENTS

Instructors and contact:	1
Study load.....	1
Education period	1
Course language.....	1
Introduction	5
1 The CME Internship	7
1.1 General.....	7
1.2 The internship objectives	7
1.3 The types of internships	8
1.4 What the internship involves.....	8
1.5 What to be expect from the internship situation	9
1.6 Contents of an internship.....	9
1.7 The company/institute which hosts the internship.....	10
1.8 A second internship.....	10
1.9 The Traineeship Office within the Civil Engineering Faculty.....	11
2. The internship procedures.....	13
2.1 How to enrol.....	13
2.2 The personal meeting with the internship coordinator.....	13
2.3 Finding an internship position	14
2.4 The formalities before the internship commences	15
2.5 The practical work phases	16
3. Internship in a foreign country	19
3.1 Finding an internship.....	19
3.2 Additional formalities	19
3.3 Additional information	21
4. Supervision.....	23
5. The report.....	25
6. The Assessment	27
7. Finance.....	29
8. Further Information	31
Appendix 1	33
Appendix 2	35
Appendix 3	36
Appendix 4	43
Appendix 5	46
Appendix 6	52

INTRODUCTION

This manual is meant for students of the master Construction Management and Engineering who would like to do an internship (CME2100).

In the past years quite a few students preceded you, a list of those students and their internship is available at the CME Secretary Office. Almost every student who followed this course came back with enthusiastic stories and for many of them the internship abroad was an “eye-opener” to have a look outside the gates of the TU Delft and to see how things work in practice.

What is the added value for students? Many students indicated that they had gained more grip on the theory by seeing things in practice and that the theory became more interesting. Other reasons were: Looking forward to the last part of the master study, confirmation of the right study choice, further personal growth, no hesitations to the period after graduation and get a better idea of the future after the master study.

For CME students the CME Secretary Office (Mrs. Sandra Schuchmann-Hagman) takes care of all the formalities considering your internship (please note: this is **not** the CITG Traineeship Office).

To inform you as best as possible, this manual was composed. It informs you on the procedure on internships and the possibilities we can offer you.

But at first, it is crucial to read this manual thoroughly so the finding of a internship can happen as efficient as possible, the accompanying formalities can be dealt with in the right manner and on time.

We hope this will contribute to a pleasant and interesting internship!

Dr. Ir. Marian Bosch-Rekvelde,
Course coordinator CME2100

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Director CME

CITG - Infrastructure Design and Management

1 THE CME INTERNSHIP

1.1 General

The practical work experience phase, or student internship period, is an optional part of the CME program.

1.1.1 Duration/credits

This work experience should last for a period of **at least ten weeks**. Regardless of the period you worked, the allocated number of credits is fixed at **10 EC**.

1.1.2 Period

An internship can be done at any moment of the academic year. Precisely which period you choose is entirely up to you. To a large degree it will be determined by when exactly you started your Master degree studies.

The internship can be followed **after you have finished all your obligatory courses and deficiency courses of the CME program**. This way, you can benefit most from the experiences gained (i.e. because of having academic knowledge to apply in the internship). In case of good arguments, exceptions are possible, but performing an internship before you have finished these courses is to be discussed with the internship coordinator and, ultimately, to be approved by the exam committee.

1.1.3 Conditions

It is compulsory to visit the CME Secretary Office to hand in your registration form (Appendix 6). At that point, you can also deal with any of the formalities (see Chapter 2) that need to be settled prior to the start of your internship. For participation of this course **the Bachelor diploma is required**. So take along with your registration form a copy of your Bachelor diploma.

1.2 The internship objectives

Doing practical work during your period of study, gives you the opportunity to learn more about the technological, social, economic and organisational aspects of day-to-day work as an engineer. The main objectives are these:

- **To develop your general engineering skills:** to recognize, analyse and solve (scientific) problems in practice, by using the right methodology (think before you act.) These problems must be handled with enough initiative, independency and creativity.
- **To develop your research skills:** to focus your attention during your internship, and to prepare for your master's thesis.
- **To learn how to apply your technological know-how:** the application of specific knowledge and insight in constructive, functional, execution- and maintenance technical aspects of civil engineering constructions.
- **To put into practice any social and communicative skills you might have:** the use of social and communicative skills to be able to function in a work environment and to be able to report on paper as well as verbally.
- **To gain a more complete insight into your own particular aptitudes:** based on the above-mentioned objectives the student should obtain insight in his/her own particular aptitudes with a view to specialisation during graduation and future occupation.

1.3 The types of internships

It is very important to make sure that the internship you select actually suits you and your specific requirements. The first step in organising the placement is to determine what kind of company or organisation you want to approach.

Building contractors: where you can become acquainted with daily practice in the building industry (work preparation and the actual construction site itself) (due to the language barrier not very suitable for foreign students, though).

Engineering consultancies: in order to find out more about day-to-day practice in the engineering industry (designing, calculating, weighing up alternatives, etc.)

Government organisations: to discover more about the daily practices of, for instance, national, provincial or local authorities. Here, the research done is mainly of a **non-commercial nature** and is aimed at long-term policy and planning.

Non-governmental organisations (NGOs): generally involving purpose-oriented projects and activities. Such engineers are usually required to find instant solutions to existing problems and situations or to localised problems and to help in the realisation of such solutions.

An internship can take place in the Netherlands or in a foreign country. Eventually this is up to you. Here are some differences you have to take in mind while making the choice of an internship in the Netherlands or in a foreign country:

Internship in the Netherlands:

- Communication within the Netherlands is quite simple
- Relatively cheap
- Possibility to live at home
- Familiar work environment (normal working hours)
- Possibilities often better known (organizations are familiar with the education)

Internship in a foreign country:

- Communication is more difficult
- Requires a better preparation (read up, vaccinate, communication problems)
- Costs are higher
- The internship is often longer and the working days usually longer.
- Supervision is often limited, there is a bigger chance to “go off the rails” (especially at internships with NGO’s)
- Different (work) environment
- Different climate

Whatever environment you choose, make sure the internship can have a research oriented / structured character. Just acting as “cheap workforce” cannot count for an CME internship. In case of doubt about your assignment: please check with the coordinator as early in the process as possible.

1.4 What the internship involves

During your internship you are expected to – ideally – combine practical work with a theoretical/academic deepening of your professional knowledge. It is first of all important to discuss all your wishes with the company or institute where you plan to pursue your internship. Once you have done this, you should contact the internship coordinator to discuss the proposed internship activities. Once a consensus has been reached on the general aims you can then continue to draw up the official internship agreement (see Chapter 2).

1.5 What to be expect from the internship situation

Before you embark on your internship the company you should:

- formulate a clear task description
- draw up an internship contract (see Chapter 2)
- ensure that a standardized internship agreement is present (see Appendix 1)

During your internship the company you should:

- ensure that you are given a proper introduction and monitor your progress throughout the training period
- make sure that the supervision provided is adequate
- organise regular meetings to discuss your progress
- take responsibility for the final appraisal and completion of your internship

Generally, you should try to get a good impression of the day-to-day activities of the company, but not limit yourself to this. In addition, students should work independently on one their own project / specific assignment. Formulating a research questions helps you in defining your project.

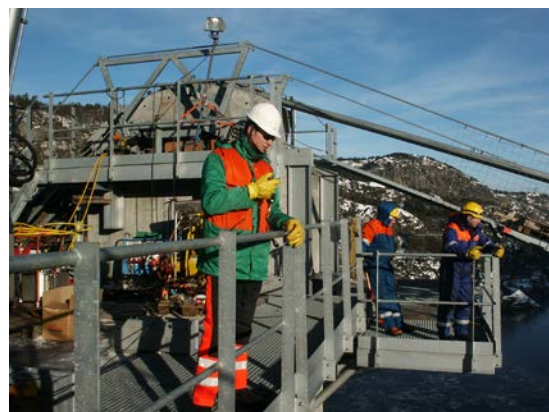
1.6 Contents of an internship

Because of the big differences between internships, the contents, learning goals and outcomes will be very different. Every internship is unique, so it is very hard to give an exact content for each internship in this manual. At CME Secretary Office you can ask for an overview of the internships CME of previous years.

The contents of your internship have to be of **adequate (academic) standard**. Naturally there are many different possibilities, but the intern has to – in consultation with the company supervisor or the subject supervisor – pursue the maximum feasible! If the internship activities have sufficient (academic) potency, will in advance be estimated and assigned in the internship agreement (this agreement can be found in Appendix 1). This agreement has to be signed by your subject supervisor and by the internship co-ordinator. With their signature they agree with your internship activities. When you are not totally sure you can always discuss some things with your subject supervisor and with the internship co-ordinator.

Obviously your wishes have to fit with the possibilities given by the companies/institutes selected by you. It is important to think about what you would want of your internship and how you would fill up your time – How would you design the *contents* of your internship? To this end it is important to formulate your personal learning aims, taking into account the objectives formulated in section 1.2.

In some cases there are concrete internship assignments available. You can decide for yourself if such an assignment is interesting for you. In other cases will the contents of the internship be determined in consultation with you (e.g., an interview, or an orientation meeting with the project manager/supervisor). You have to think about what kind of activities you want to be involved in. For instance would you rather cooperate on the construction site on a specific project, or would you rather engage in the design or to conduct (a part of) a research. Or maybe you can combine both aspects: the construction site and the deskwork.



An **ideal internship** is a mix of the learning of the civil engineering practice on one hand (width, “nose about”) and on the other hand a part theoretical methodology for the benefit of the practice. This last point is for instance possible by means of calculations, alternative designs for a part of a project, an analyses of a more economical and/or an alternative construction method, etc. The relation between these two elements doesn't have to be fifty-fifty.

You have to make sure that during your internship you get to see as much as possible (and by that to learn as much as possible) of the daily activities in construction world. Conceive the ‘practical works’ as such and pay attention to other places within the company and try to avoid isolation. Be alert and full of initiative. Try to get as much as possible from your internship! Now is your chance to gain practical experience during your study.

1.7 The company/institute which hosts the internship

Expectations of the company/institute where you will do your internship are:

Before the internship:

- To formulate, in consultation with you, a clear description of the internship
- To tie up agreements of labour rights in an internship contract (e.g. internship allowance)

During the internship:

- Take care of a good start and a good progress of the internship
- Take care of good supervision
- Frequently having a progress meeting with you (for instance two-weekly)
- Take care of a good rounding off of the internship: final interview and evaluation of the internship/internship report



In principle, the intern is a 5th year TU-student, who by then should be independent. Within the boundaries of what an intern can and is allowed to do, it is recommendable that the company which hosts the internship, besides some ‘walking along’ with the project also provides an independent (part of an) assignment – for instance an assignment which otherwise the company doesn't get around to. This often means a surplus value for the company and an optimal application of a TU-student. On the other hand the intern gets a better insight in the boundaries that the practice often set for a theoretical design.

1.8 A second internship

Some students decide to do a second internship, for instance to become acquainted with an internship in the realization, and/or with the activities of an engineering firm. For students of CME it is possible to do a second internship or multidisciplinary project, but the ECTS of this internship do not count for your Master exam. However, your second internship will be stated as an extra part in the diploma supplement (giving the code CIE4042). The procedure for the second internship is for the rest the same as for the first internship (subscribing, formalities and internship report).

1.9 The Traineeship Office within the Civil Engineering Faculty

As mentioned before for the CME student the CME Secretary Office (room 3.40) takes care of all the affairs concerning your internship. Should you need advice or guidance in the matter of choosing the kind of internship that is appropriate to you, or if any problems arise before, during or after the internship you can also contact the internship coordinator of CME.

However, there is a general Traineeship Office within the Civil Engineering Faculty as well. The CME Secretary Office can offer you good help on your CME internship, but you are free to contact this general office as well. For any questions you might have concerning the practical work entailed in your period of training please feel free to contact the traineeship office. The Traineeship Office is part of the Department of Education and Student Affairs.

Please bear in mind that although the Traineeship Office will do its utmost to provide you with all the support you need it is, **ultimately, your responsibility to secure a suitable internship position for yourself.**

2. THE INTERNSHIP PROCEDURES

If you are considering doing an internship as part of your MSc programme, make sure to approach the internship coordinator with your ideas and questions at the earliest possible opportunity.

Please take careful note of all the instructions given in this chapter. It is essential to deal with all the formalities **before the very start** of your internship. This is not for bureaucratic reasons but out of our responsibility to provide for proper arrangements: to guarantee the quality concerning content and organisational issues as well as minimizing risks related to security and insurances. That is why we will strictly enforce this deadline. If you fail to do so we will submit your case to the Board of Examiners for approval. You will then risk that your internship will not be accepted and that **no ECTS credits will be awarded**.

Note | For participation of this course the Bachelor diploma has to be obtained first. If you do not fulfil this requirement in time, the CME Secretary Office cannot make the internship agreement.

Tip | In general it will take 2 or 3 months to find an internship. To be certain to be on time, use 6 months to organise it.

2.1 How to enrol

- Get the **CME internship manual**, together with the necessary forms. It can be obtained from the CME Secretary Office (room 3.40) and constitutes an integral part of the application procedure.
- Hand in the **completed internship registration form** at the CME Secretary Office. (See Appendix 6)
- For participation of this course the Bachelor diploma is required. So take along with your registration form a copy of your **Bachelor diploma**.
- Hand in a copy of the student card (including supplement, proving your registration as a MSc student)
- Read the manual carefully!

Note | All required documents and a digital version of this manual can also be found at the *MSc CME (3TU)* Blackboard organisation page.

2.2 The personal meeting with the internship coordinator

The first step, when you are considering an internship, is to make an appointment with the internship coordinator, through CME Secretary Office.

Tip | An active attitude is expected of you; ask specific questions during the personal meeting! Try to think of the things you want to do and learn during your internship, in which projects you want to be involved, etc. If desired your application letter and CV can be assessed. For making a good application letter or CV we refer to the book *Rapportage techniek* (by: R. Elling, B. Andeweg, J. de Jong, C. Swankhuisen).

2.3 Finding an internship position

Once you have met the internship coordinator and once your plans are approved by the internship coordinator, you can start looking for a suitable internship position. Possible ways of going about are by doing the following:

1. Your own contacts

Make use of your own contacts obtained during excursions, guest lectures, from attending company exhibitions or through your fellow student or lecturer circles of contacts (especially the latter one might be very useful: contact the lecturer of your favourite subject and explore if (s)he is able to assist you!)

2. The CiTG Traineeship Office

Look on the CiTG Traineeship Office's Blackboard site (CIE4040) for internship possibilities or openings. Also look for notices in the elevators or the CT-Newsletter. Old internship reports could also be useful. (An overview of previous CME internships is available)

3. CICAT (DUT Management Centre for International Cooperation & Appropriate Technology)

CICAT coordinates projects between universities and research centres in Africa, Asia, Latin America and also in lesser extend Eastern Europe.

4. The CME Dispuut website

Under the heading Career partnering companies of the CME Dispuut are offering internship possibilities

5. Internet in general

The Internet is a good way of learning more about companies and organisations. Often companies post possible internship positions on their website.

Do not forget to keep the internship coordinator updated on your progress and, of course, by letting them know when you have finally found an internship position.

Tip	On Blackboard you can find internship offers from different companies that are also suitable for foreign MSc students.
Tip	Visit: Lunch lectures that are organised by the internship coordinator together with the CME Dispuut. During these meetings CME students that have already done an internship will tell about their experiences. Of course there is also the possibility to ask questions. Techniek Bedrijven Talents every November in the WTC building in Rotterdam The Civil Engineering Company Day, a possibility to gain information about internship opportunities with companies of your preference. This Company Day is organised by Practische Studie every spring. Job application trainings which is organised by PS or the CME Dispuut.
Tip	Send an (open) application letter to organisations or companies of your interest. It is a good practice to call the company/organisation in advance to inform about the internship opportunities. If you do not have a contact person with that company yet, you can also ask about that. This can improve the speed of the procedure. Be alert: if you did not get an answer after 3 weeks, inform politely (!) about the state of your inquiry.
Tip	Inform the internship coordinator in time if you do not succeed in finding an appropriate internship.
Note	For international students an important thing to remember is that you must inform (or remind) the company that it might be required to have a standardized agreement available for inspection, according to a Nuffic/Cospa format (see Appendix 3)

2.4 The formalities before the internship commences

Once you have succeeded in securing an intern position, you must go straight to the CME Secretary Office to inform them of this.

Before starting the training period you must hand in all the following information and documentation to the CME Secretary:

1. A completed and signed **internship agreement** (see Appendix 1) in which a precise description is given of what the practical work will entail (brief project plan). The agreement template can be downloaded from Blackboard (*CME organisation*). When you have filled it in, you can collect the necessary signatures. This **fully signed** agreement, including the brief project plan, must be returned to the CME Secretary Office before starting your internship. This document will enable us to check the quality concerning content and organisational issues and to see whether all requirements are met.
2. A signed **internship contract** obtainable from the company. In this contract the company must clearly lay down all its rules and regulations and give information on matters such as insurance, allowances etc. Our check here includes an assessment of insurance risks and the reasonableness of confidentiality requirements.
3. For international students, if applicable (see Appendix 3): A copy of the standardized **Nuffic/Cospa agreement** (again, the template can be downloaded from Blackboard) (note: The original document should be available **in the office of your internship provider** at all times). This document will prevent the internship provider from having to pay a considerable fine in case the Labour Inspection comes by. This is only needed for non-EU15 students.
4. Your email address during your internship period.
5. The name and address of your contact person during the internship period (e.g. parents' address, other contact person in the Netherlands, your address abroad). In the unhoped-for event of an accident, we will then be able to inform your relatives.

Also remember that you might well need arrange such things as a proper visa and make insurance arrangements. For more information please go to the website: www.nuffic.nl/immigration.

In general, it is usual for the internship provider to give the intern a monthly allowance (usually between €250 and €550 gross).

Note | In some contracts is written that the educational institution (read: TU Delft) has to have an accident or legal liability insurance for her students. However the TU Delft has no such insurance. The student has to take care of his/her own insurances. Check this with your own insurance company!

Note | Contact the company/institution ca. three weeks prior to the internship to discuss the content and finalize certain things.

2.5 The practical work phases

During the internship period the following three main phases may be distinguished:

1. **Commencement**
(1 week) Involving general orientation, introduction to the task in hand and the planning of what precisely you are going to do.
Recommendation: make arrangements to meet your company supervisor at regular intervals.

Tip | If it appears that the content of your activities during your internship are different than agreed beforehand, or if there are any other problems that cannot be solved by the company of your internship, contact the internship coordinator as soon as possible!

2. **Execution**
(6-8 weeks) Involving the carrying out of all the planned and agreed to internship activities.
Recommendation: remember to inform your (faculty) subject supervisor (by email) of your progress on a regular basis, but at least once during your internship, approximately after 3 weeks have passed.
3. **Completion**
(1 week) At this stage you should be focusing on all necessary activities to finalize your internship,
Focus on the writing of your final report and on the final assessment session with your company supervisor.
Recommendation: be aware of the reflection required as part of the final report (read chapter 4 and Appendix 4 carefully!)

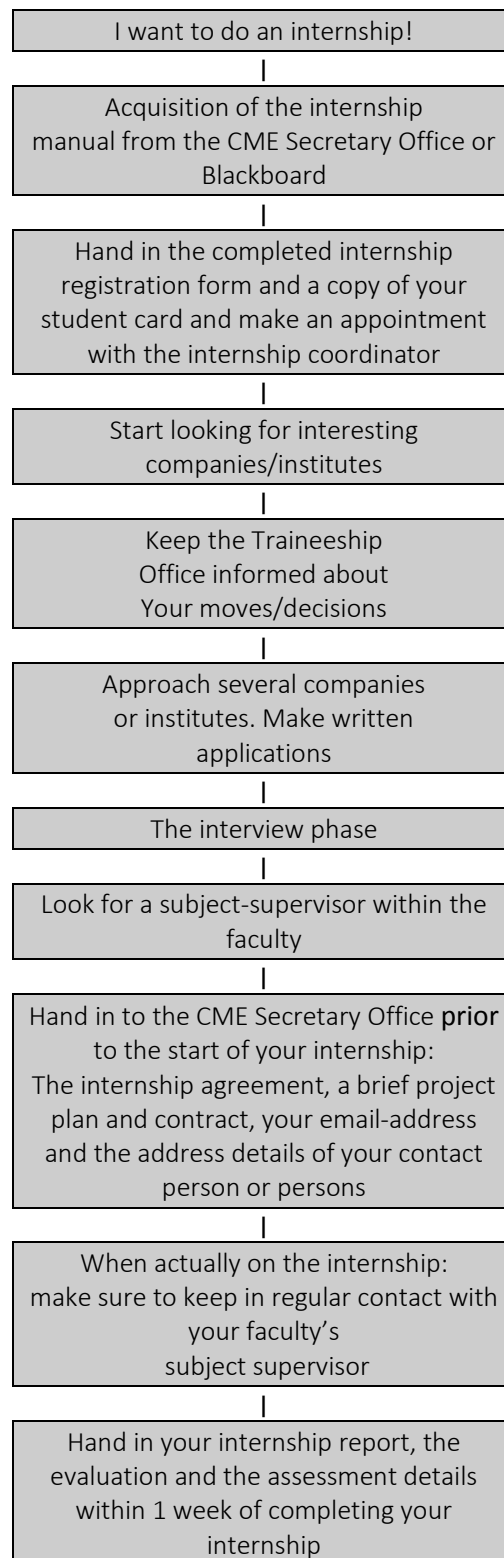
Within one week of completing your internship you must submit to the CME Secretary Office the following documents:

- Your internship report (as a pdf), plus a copy to your TU Delft supervisor and the internship coordinator
- The filled in and signed *Evaluation Form Company Supervisor* (see Appendix 5)
- A short summary (1 A4) of your internship work and experience.

If you are not able to submit the documents in time, please timely inform the internship coordinator.

Flow Chart

The entire internship procedure from start to finish may be summarised as follows:



3. INTERNSHIP IN A FOREIGN COUNTRY

As you could have read in paragraph 1.3, there are great differences between an internship in the Netherlands and an internship abroad. To be able to find an internship in a foreign country is often more difficult than finding an internship in the Netherlands. It takes more time and patience. A big pro is, of course, that you gain work experience and get acquainted with another culture. Many students noted this as a very positive experience for their personal development and for their future plans. All in all you have to start in plenty of time before you want to start with looking for an internship (at least a half year before you've planned to do the internship). In some countries it is extra hard to find an internship (for instance because of work permits). Australia, the USA and Canada are examples of these countries.

Tip | Addresses of persons or institutes where to referred is, you can find in chapter 0.

3.1 Finding an internship

Determine for yourself if you want do an internship with a Dutch company in a foreign country, via a (foreign) non-governmental organization or with a foreign company. The working circumstances and the nature of the activities are quite different. Also it is important for yourself to determine in which kind of country you want to do an internship: In Europe or further away, western or non-western. Feel free to drop by the Traineeship Office and have you informed.

There are different ways to find an internship in a foreign country. For a part it was already described in previous chapters (see paragraph 2.3). Ways to find internships:

- Your own contacts (LinkedIn? Teachers?)
- An (open) letter of application
- Look at the announcements on the notice boards and via the Blackboard page of the Traineeship Office
- Contacts of the CME Internship Coordinator / Traineeship Office
- CICAT and alike

3.2 Additional formalities

3.2.1 Insurance

In section 2.4 it was written that TU Delft has concluded no insurance policies for their students. Especially when you go to a foreign country it is very important to be well insured. This is in particularly important for **the health insurance, the liability insurance and the accident insurance.**

Inform if and how the company where you will do your internship has taken out an insurance policy for you or whether you have to arrange your own insurance policies. Check whether the existing insurances exclude an internship in a foreign country. Keep in mind that normal (travel-) insurances are probably insufficient. Have yourself well informed by your own insurance company and make very clear where you are going to and what your activities will be. The Traineeship Office has information on the *Insurance Passport for Students*; this is a possibility for an internship insurance policy. There are also possibilities to get an internship insurance policy via the VSSD. Please check <http://studenten.tudelft.nl/en/students/study-and-career/studying-or-doing-an-internship-abroad/> for the most recent information.

3.2.2 Funds/grants

On www.tudelft.nl/buitenland → grants guide, you can find information on which of any TU Delft grants you may be able to claim for an internship. Make sure you submit any request for a grant for an internship in a foreign country timely. For more information on grants you can have a look into the funding book at the Traineeship Office. This is a reference work on more than 600 Dutch private funds which want to support people and organizations in their activities. Keep in mind that in most cases you also have to provide your own financial contribution!

3.2.3 Vaccination

At the Traineeship Office you can get the brochure *Travellers information on Tropical Diseases*, made by the SGZ (student health care). It is important to have yourself well informed by the SGZ on required vaccination or medicine.

When you need more than one vaccinations and/or medication and this is **not** in all fairness compensated by the company of your internship, then you are eligible of a compensation by the TU Delft **in condition** that you'll get your vaccinations / medication at the SGZ. Also you have to get a form beforehand at the International Office of CiTG (room 2.73). You'll have to fill in this form and have it signed (by the International Office). Next you can make an appointment with the SGZ and you can give them the form.

3.2.4 Refund OV-allowance

At the International Office you can have the form of the DUO *Verklaring Teruggave OV-vergoeding* signed. You can only apply for an OV-allowance for the period of your study on which you stay in a foreign country (holidays before or after your internship are not refunded). This refund for OV-allowance is only possible for Dutch students.

3.2.5 “Warranty” form (in Dutch: “Vrijwaringsformulier”)

When you go to a foreign country we need some extra information, for instance the address of your parents or another contact person in the Netherlands. Also you'll have to declare to be well insured. When you go to a country with an increased risk, an additional declaration is requested. This is meant to enable us to fulfil our “duty to provide” towards our interns as good as possible. You can find a blank form on Blackboard.

3.2.6 Message to Internship Coordinator

We would like to emphasize to ask you to as soon as possible after your arrival on your internship to inform the CME Secretary Office whether your internship is in order. Also we ask to keep your subject supervisor and the CME Secretary Office updated (every two weeks) on your progress.

3.2.7 Work plan

In some cases a detailed work plan has to be made for internships abroad. This has to be in accordance with the financing and the work preparation. Consult this **timely** with your internship coordinator.

3.2.8 Assessment form for the company supervisor

Mind that you take the **assessment form for the company supervisor** (see Appendix 5) with you and have it signed after the internship by the company or institute where you did your internship. This form is also available at the CME Secretary Office. They are also available on Blackboard.

3.2.9 Internship report

You might not be able to hand in your internship report one week after completion of your internship for instance because of lack of facilities in some countries or because of a holiday after the internship. In this case you have to **contact the internship coordinator timely** to make another appointment for the hand-in date.

Sometimes there are more students who do an internship at the same location and work together on the same project. When you want to write one report together, **you'll have to ask permission in advance by the internship coordinator**. Make sure that in the report a clear recognizable individual part is taken in (your own activities and evaluation). Individual tasks also have to be made clear in the internship agreement and/or in the work plan.

3.2.10 Letter of recommendation

When it is necessary for your internship that the dean of the faculty signs a letter of recommendation, then first have this letter checked by your internship coordinator.

3.2.11 Readers

Inform the company where you'll do your internship or the subject supervisor whether it is useful and/or needful to bring certain readers or reference works to your internship.

3.3 Additional information

When you go abroad on an internship, there are a few things you have to do and have to know. **Therefore it is important to observe this paragraph carefully!** Besides reading the information in this manual, it is wise to visit the International Office in the O&S-building. They can inform you on all kinds of aspects on internships in foreign countries, for instance on funds/grants, on refund OV-allowance, on insurance policies or on subleases.

3.3.1 Information on foreign countries

When you are going to do an internship in a country that you are not familiar with, then it is important that you prepare thoroughly on the different culture and living conditions. In preparation of your stay in a foreign country these things can be of importance:

- www.tudelft.nl/buitenland
- The book *Studeren in het buitenland* of the Nuffic
- The book *Wijs op Reis*, with helpful tips for your stay in a foreign country
- Information books on various countries, like books of the Koninklijk Instituut voor de Tropen, adreslijst Nederland en ontwikkelingslanden, the magazine *Internationale Samenwerking* and *Onze Wereld*

Tip

The Traineeship Office advises you to take part in the *Workshop Intercultural Communication* which is offered by the TU Delft (see next page). You can also talk to students who have been on an internship to a foreign country, visit the Study Abroad-week (in November) for more information and lectures on internships. Such a lecture can give you an insight in experiences of other students and practical tips. Also there are teachers at these lectures, which have a good share of experience abroad.

3.3.2 Language course

In non-English speaking (developing) countries there is a chance that the local staff cannot speak English. In these countries you'll have to be able to express yourself in for instance French or Spanish,

both verbally as in writing. Then it is wise to take a language course so you can manage in the local language.

The TU Delft Language education offers language courses in English, Spanish, French and Italian. For more information on these courses you can visit the secretariat IT&C in the faculty of TBM, Jaffalaan 5, room B1.130. The overview of the *Interfaculty Education* you can find on www.tbm.tudelft.nl.

Tip

You can also participate in the following courses:

- Civil Engineering in Developing Countries (CIE5560)
 - Technology and global developments (WM0903TU)
 - Technology in relation to global development issues, durable development and technology assessment (WM0904TU)
- The University Twente (UT) organises the yearly 'T-week'; an introduction to technology for future development-aid workers (see www.wot.utwente.nl/tweek)

3.3.3 Workshop Intercultural Communication

The 'Universiteitsfonds Delft' has taken in 1999 the initiative to set up a project to prepare students who go abroad for an internship or study on a stay in a different cultural environment. This resulted in the one-day course *Workshop Intercultural Communication*. There are limited costs attached to this course. For further information on this course you can contact the International Office.

3.3.4 Subleasing your room

TU Delft and DUWO look for temporary rooms for foreign students who come to study in Delft. When you go abroad for a few months on an internship you can easily sublease your room. Sign up at the DUWO.

3.3.5 Travel advise

When you go abroad for your internship, it is important to look at the travel advise of the Ministry of Foreign Affairs (www.minbuza.nl). Look regularly at these travel advises, especially for countries with an increased risk. If you have any other questions, you can visit the Traineeship Office.

Tip

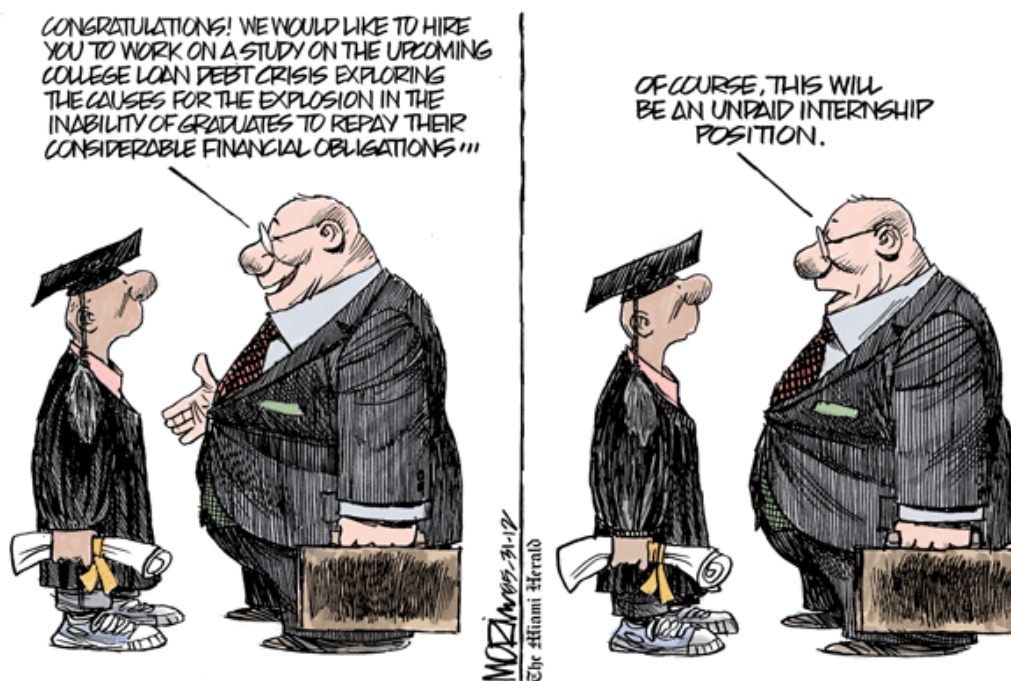
When you do an internship, take the address data of the CME Secretary Office and of your subject supervisor along with you. Also take data of the embassy or consulate with you. Also leave this data at home for the people who stay at home!

4. SUPERVISION

Before, during and/or after the internship there will be 3 different supervisors involved in your activities. The roles of these supervisors will be briefly summarised below:

- the company supervisor:
 - for the internship activity agreements
 - will sign the internship agreement and contract
 - for regular consultations during the entire period of internship
 - will make an assessment during internship
- the subject supervisor: (a TU Delft lecturer)
 - signs the internship agreement
 - to maintain regular contact with, during the internship
 - practical/technical support (after 3 weeks)
 - will make a (technical) assessment
- the internship coordinator: (as general supervisor)
 - to offer support on finding an internship position
 - for all kinds of practical information
 - will sign the internship agreement and settle other formalities
 - to offer support when it comes to problems of whatever nature
 - will make an assessment and finalise it

Please note that it is **your responsibility** to find your own subject supervisor. It can be any teacher of TU Delft, preferably and most often from the CME faculties (CITG, TBM or BK). Depending on the subject of your internship, the internship coordinator could give some suggestions.



5. THE REPORT

Deliverables

The final report must be handed in to the **CME Secretary Office** within a week of completing the internship (see also paragraph 2.5):

- Your internship report (as a pdf), plus a hard copy to your TU Delft supervisor and the internship coordinator. Note that during your internship, at least one concept version of your report should be provided to the TU Delft supervisor for feedback.
- The filled in and signed *Evaluation Form Company Supervisor* (see Appendix 5)
- A short summary (1 A4) of your internship work and experience (see *Guidelines of Practical Work report*, Appendix 4), using the specific format available on Blackboard

Make sure you send a copy (a hard copy if they require such) of the report to the company where you did the internship and you must keep a final copy for yourself.

Content Agreement Company

Do not forget to have the company supervisor read the report and let him/her sign the cover sheet of the report. Without explicit permission to make the report public, the content of the report will of course not be disclosed. If the content of the internship report is **confidential**, this should be indicated clearly on the cover sheet of the report.

Content

When compiling the report please ensure that you write in a condensed but complete and clear fashion. What you are especially expected to demonstrate is that you have met all the various practical requirements of the internship and that you are able to **reflect upon your internship and your part in it in a critical, academic way**.

Think about whom the readers of the report will be and what those persons would like to know. Make sure the report is also readable for third parties. In the first place the report is meant to teach you how to write down your experiences, observations and conclusions in such a way that others will understand (knowledge transfer).

The type of information that should definitely be included is this:

- General information/facts about the company: how did you find your internship position. Provide information on the company, the project in question and the team in which you operated.
- Methodology used: research question, methods, techniques, and data.
- Activities: provide a critical evaluation of the results of your research and activities (analysis, calculation, design and/or planning details). Give also a clear time path schedule.
- Evaluation: give a description of your expectations and your experiences; reflect particularly on **how you actually functioned and how it influenced your view on your future career**. Emphasise the connection between theory (the university) and practice (the practical work experience side of the internship). If possible, also draw comparisons with a work/industrial situation in your own country. Make constructive recommendations (politely worded!) for the company and the university.

Please carefully check Appendix 4 for further elaboration of the reporting requirements.

The report is to be written in English. Another language can only be used, in very exceptional cases, if permission for this has been gained prior to the start of the project from the subject supervisor, the internship coordinator as well as the company supervisor.

In general, the report requirements could be met in about 30 pages (excluding such components as: charts, maps, meeting minutes, technical or research reports, planning sheets and anything included in the appendix section). But this size doesn't provide any guarantee; it is the quality that counts!

6. THE ASSESSMENT

Procedure

Before handing in your internship report at the CME Secretary Office, make sure your subject supervisor has seen (and commented) your concept internship report and that you have improved your report accordingly.

When handing in the internship report at the CME Secretary Office, ask to schedule the evaluation meeting with your, the subject supervisor and the internship coordinator (45 minutes). Typically, the evaluation meeting can be scheduled ASAP after at least a week to give your supervisors reading time.

Evaluation Interview/Grade

In the evaluation meeting, your report and learnings from your experiences will be discussed. Right after this interview the internship coordinator will, together with the subject supervisor, finalise the assessment form. The grade is communicated to the student directly after the interview. The company evaluation form is included in the considerations, however is not leading in determining your grade.

The intention is to perform this procedure within three weeks from the date of submission.

If, in the final assessment, it is decided that the report is **not up to standard** you will be required to produce a report supplement. If, after the supplement has been submitted, the work is still not of the required standard no credits will be awarded.

Assessment Criteria

Your internship will be assessed according to the following criteria (see also Appendix 5). These criteria are based on the objectives put down in section 1.2. The weighing of the criteria has also been given. The assessment forms have been set up accordingly.

General engineering and research skills (30%)

- Has the student actively focused, analysed and resolved a specific practical problem?
- What was the scope of the internship in terms of width and depth?
- Has the student demonstrated initiative and independence?
- Could the student cope with the responsibilities?
- Was the student able to come up with creative solutions?
- Did the student show effort and interest to develop himself/herself on a personal a professional level?

Subject-related knowledge (30%)

- Was the student successful in improving his/her specialist knowledge of and insight into profession practices during the internship?
- Was the student able to fulfil his/her task on a sufficient (technical) level?
- Was the student quick, precise and orderly enough with the execution of (technical) duties?
- Has the student sufficient insight to ask for support, when needed?
- Has the student sufficient talent to gain new (technical) knowledge?

Social and communication skills / reporting style (30%)

- Does the internship report satisfy the requirements of the Guidelines for the report on Practical Work (see Appendix 4)?
- Does the report have a clear structure?
- Does the report clearly show the results of the internship?
- Does the student’s use of language satisfy the requirements for a professional, technical report?
- Does the layout of the report satisfy the requirements for a professional, technical report?

Insight into own aptitude and affinity (10%)

- Is the student capable of indicating his/her own strong and less well-developed character traits and skills?
- Can the student indicate concrete ‘points for improvement’ for his/her future development on the basis of experiences during the internship?
- Is the student able to use the internship to draw relevant conclusions regarding his/her future professional career?
- Has the student compiled a written evaluation detailing his/her expectations, experiences and recommendations ensuing from the internship?

Remark 1:

“Insight into own aptitude and affinity” is not weighed as high as the other criteria due to practical reasons. However, it is not less important, because when meeting these requirements, it is useful for your own development. It can be seen as a bonus for the future!

Remark 2:

If the company supervisor has given you a very positive assessment, this does not automatically mean that your final mark will be too (students often have this expectation). The judgement of the internship coordinator and subject supervisor are weighed higher, but take into account the company supervisor’s opinion (expressed in the supervisor evaluation form Appendix 5).

In the evaluation meeting, the subject supervisor and internship coordinator will calculate the final grade using this table:

Item	Partial grade	Weighting factor	Final grade
General engineering skills		0.3	
Technical knowledge		0.3	
Social and communication skills / reporting style		0.3	
Insight into own aptitude and affinity		0.1	
FINAL GRADE			

7. FINANCE

In principle a (Dutch) company/institution pays the intern a monthly fee. Depending on the circumstances there can also be other sorts of compensation of costs the student has to make. In general the monthly salary for interns is between 250 – 550 € gross. It could be that the company/institution also pays for (a part of) the travel costs or housing expenses.

During an internship in the Netherlands the costs for living will not change that drastically. With internships abroad the monthly income and expenses will vary more. When the costs for traveling for instance will be very large in comparison to your financial compensation, there are possibilities to apply for a fund or a grant (see paragraph 3.2) or you can think about sponsors. As mentioned before in this manual, when doing an international internship always take a financial contribution of your own into account. This is especially the case for internships in developing countries, because companies/institutions giving you the internship are often not able to give you any compensation.

8. FURTHER INFORMATION

Listed below are the address and details of a number of important and useful internship-related offices, bodies and organisations:

CME Secretary Office Sandra Schuchmann-Hagman	TU Delft Faculty of CiTG Stevinweg 1, room 3.40 2628 CN, Delft Tel: +31 (0)15 27 84774 Email: s.m.c.schuchmann@tudelft.nl
Internship Coordinator Dr. Ir. M.G.C. Bosch-Rekvelde	TU Delft Faculty of CiTG Stevinweg 1, room 3.30 2628 CN, Delft Tel: +31 (0)15 27 84771 Email: m.g.c.bosch-rekvelde@tudelft.nl
Traineeship Office Civil Engineering International Office CiTG open: Monday (9-13 hrs), Tuesday (13-17 hrs) and Thursday (9-13 hrs)	Stevinweg 1, room 2.73 2628 CN Delft Tel.: 015 - 2781174 Fax: 015 - 2784889 Email: stagebureau-citg@tudelft.nl Internet: www.citg.tudelft.nl/stagebureau
Central International Office opening hours: Mon. to Fri., 9:00 – 17:00 hrs	Jaffalaan 9a (Entrance on Mekelweg) 2628 BX Delft Email: internationaloffice@tudelft.nl Internet: www.tudelft.nl/buitenland
Central Student Administration opening hours Mon. to Fri., 9:00-17:00 hrs	Jaffalaan 9a (Entrance on Mekelweg) 2628 BX Delft Tel.: 015 - 2784249 Fax: 015 - 2786457 Email: csa@tudelft.nl Internet: www.csa.tudelft.nl
CICAT: The Management Centre For International Cooperation	Mekelweg 2 Room 8A-2-01 2628 CD Delft Tel.: 015 - 2788629 Fax: 015 - 2781179 Internet: www.cicat.tudelft.nl
Student Healthcare Centre (SGZ)	Beukenlaan 4 G 2612 VC Delft Tel.: 015 - 2121507 e-mail: info@sgz.nl Internet: www.sgz.nl

For the addresses of the Dutch and foreign consulates and embassies:

Tel.: 070 - 3486486

Internet: www.minbuza.nl

Association of International Traffic agencies 'Antor'

Internet: www.antor.nl

Other useful websites :

www.duwo.nl

www.kit.nl

www.nuffic.nl/immigration

www.immigratiedienst.nl (the immigration service)

www.cwinet.nl (for work permit details)

www.2zw.nl (for information on social security matters)

www.who.nl (the world health organisation)

www.wilweg.nl

www.noord-zuid.nl

www.lhump.nl

www.ex-change.nl

www.techniekbedrijven.nl

www.technetdelft.nl

www.yellowpages.com

APPENDIX 1

Construction Management & Engineering INTERNSHIP AGREEMENT

Student:	Name:	
	Student number:	
	Address:	
	Postal code and Town/City:	
	Country of origin:	
	Telephone number:	
	E-mail:	
MSc Specialisation:	
Internship company:	Name of company:	
	Internship contact person:	
	Address:	
	Postal code and Town/City:	
	Telephone number:	
	E-mail:	
Country where internship is to be completed:	
The internship period:	From - - to - -, number of weeks, days per week (min. 8 weeks full-time) (excl. travelling days, holidays, leave with the exception of recognised public holidays)	
Number of credits:	10 ECTS (2013 and later)	
Description of what the internship activities entail (elaboration in annex, 1-3 A4, see next page for content; also consider your personal, specific internship objectives):		
Interim contact with and evaluation conducted by:		
Remarks: - The student is aware of the content of the Internship Manual - The entire traineeship report must at any rate be presented to the subject supervisor and to the internship coordinator for assessment!!		
Date:	
Signatures:	
	<i>Student</i>
	
	<i>Supervisor Company</i>
	
	<i>Subject Supervisor CME</i>
	
	<i>Internship Coordinator</i> <i>CME</i>

Content of Brief Project Proposal

Probably the internship is the first time you will undertake a (research) project on your own and a focused setting provides excellent learning opportunities.

The internship should therefore have a research oriented/structured character. This research character will help you create focus on specific content during your internship and enable you to learn more and better. It will also help you in preparing you for your final MSc project.

Consider at least the following topics for your brief proposal:

- Introduction (What is the problem?)
- Research questions
- Approach
- Method
- Proposed deliverables
- Project planning

APPENDIX 2

THE INTERNSHIP CHECK LIST

- Obtain the internship manual from the CME Secretary office
- Carefully read through the internship manual
- Get your student card checked by the CME Secretary Office
- Make an appointment with the Internship Coordinator
- Keep the CME Secretary Office informed on your progress finding an internship position.
- Visit internship lunch lectures, company days, job application trainings, etc.
- As soon as you found a suitable position: provide them with the crucial information about yourself and make up the Cospa/Nuffic agreement (if necessary; see next appendix)
- Make sure you satisfy the demands for an internship timely
- Find a suitable subject supervisor
- Prior to the commencement of your internship, hand in the signed internship agreement (incl. a description of the internship: 1-3 A4), the contract, e-mail address and the address of your contact person
- Make the necessary insurance arrangements
- During the internship, keep your subject supervisor updated on your activities
- If you have time please read the book: 'Dealing with the Dutch' (available at the Traineeship Office)
- Consider to register for the courses "Moral aspects of teamwork" (WM0306TU) or "Written English for Technologists" (WM1102TU)
- Submit the internship report, the assessment form from the company supervisor, the signed cover and your summary within a week of completing your internship
- Make an appointment with the subject supervisor (optional); the internship coordinator will contact you for an final interview so that the internship can be discussed and evaluated
- Pick up your grade / hand in the completed questionnaire at the CME Secretary Office

For internships in a foreign country, the following points also have to be checked:

- Hand in the "Warranty" form (Dutch: Vrijwarings formulier) with your email address, address of a contact person and the address where you stay during your internship, prior to commencement of your internship
- Make a work plan prior to commencement of your internship (For example: literature might not be available abroad)
- Pick up the Assessment Form Company Supervisor at the CME Secretary Office
- Vaccination
- Appropriate insurances
- Funds/grants
- Refund OV-allowance
- Participation in a language course
- Participation in Workshop Intercultural communication or other relevant courses
- Read up on the country of destination
- Sublease your room
- Take along the addresses of the CME Secretary Office and the embassy/consulate of the relevant country. Also leave these address behind for the people who stay at home
- Take along relevant literature
- Keep up with the travel advises (www.mibuza.nl)
- Keep in contact with the CME Secretary Office and your subject supervisor
- Pass on your experiences to www.wilweg.nl

APPENDIX 3

NUFFIC IMMIGRATION PROCEDURES

www.nuffic.nl

Kortenaerkade 11/ P.O. Box 29777
2502 LT The Hague / The Netherlands
+31 (0)70 426 02 60



Immigration procedures for international students doing an internship

If you are an international student who would like to do an internship in the Netherlands, then it is quite likely that you will have to deal with certain immigration procedures. This factsheet explains more about these procedures.

Can I work as an intern in the Netherlands?

If you are enrolled as a student in the Netherlands or in another country, you may work as an intern. An internship is any work placement or practical training arrangement that aims to give you experience of the world of work while you are studying. If you have already graduated, you will in general not be able to work as an intern in the Netherlands. There are however other ways to gain work experience. You can find more information about this on the Nuffic website: www.nuffic.nl/international-students/alumni/working-after-your-studies.

Do I need a work permit if I work as an intern?

The internship provider might need a work permit for you. Whether a work permit is needed, depends mostly on your nationality and the country in which you study. In some cases a work permit is not needed; in those cases the Dutch Labour Inspectorate (*Arbeidsinspectie*) may require your internship provider (the company where you do your internship) to have an 'internship agreement'¹.

What is needed in which situations, is listed below.

Category intern	Work permit required?	Internship agreement required?
Category A You are a national of Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland or the United Kingdom.	No	No

¹ The agreement is a formal internship agreement between the intern, the internship provider and the Dutch higher education institution. You can download it from Nuffic's website.

www.nuffic.nl

Category intern	Work permit required?	Internship agreement required?
Category B You are a student doing an internship under an action programme of the European Union which is published in the Official Journal of the EU (e.g. Leonardo da Vinci or Erasmus internship).	No	No
Category C You are a national of Bulgaria or Romania and you are studying at a Dutch higher education institution.	No	Yes
Category D You do not fall under category A, B or C and you are studying in the Netherlands and you are in the possession of a Dutch residence permit with the aim to study.	No	Yes
Category E You do not fall under category A, B, C or D.	Yes (apart from exceptions)	No

Where can I find the internship agreement?

There is a special standardized agreement that replaces the work permit in the situations mentioned above. You can find the agreement on the Nuffic website at: www.nuffic.nl/international-students/living-in-holland/traineeships/internship-related-to-a-dutch-study-programme. It is important that the three parties mentioned in the agreement, the student, the institution where the student studies and the internship provider, all sign the agreement. The internship provider must be able to present this agreement to the Labour Inspectorate if asked to do so. Use of this internship agreement is therefore NOT optional: it is compulsory.

Where and how do I need to apply for a work permit?

Applications for work permits must be submitted by the internship provider. Applications should be sent to the UWV WERKbedrijf in Zoetermeer. The internship provider can download the application form for a work permit from the website of the UWV WERKbedrijf.

Although a work permit is merely a formality in this situation, as the UWV WERKbedrijf applies simplified rules (e.g. the employer does not need to show that there are others who are free on the labour market capable of doing the job), it is still required. If the internship provider does not get one, he faces a penalty of up to € 8,000. It might even have consequences for your residency rights in the Netherlands.

The application form states which documents have to be included. With regard to interns some additional supporting documents have to be included such as a declaration from your education institution stating that the internship is a necessary part of your programme. Detailed information about

what work you will do during the internship must also be included. The UWV WERKbedrijf can provide further information about additional documents that have to be included.

Applications are normally processed in about five weeks. Therefore it is important to start the application procedure in time.

Do I need to arrange a visa?

If you fall under category A, B, C or D, you most probably do not need a visa or you are already in the possession of a visa or a residence permit. If you fall under category E and you are not in the Netherlands yet, you might need a visa to enter the Netherlands.

Whether you need a visa to enter the Netherlands depends on your nationality and the length of your stay in the Netherlands. There are two types of visa for the Netherlands: the 'short stay visa' (*Visum Kort Verblijf* or VKV) and 'the provisional residence permit' (*Machtiging Voorlopig Verblijf* or MVV). If your stay will be for a period of up to three months, it is likely that you will need a short stay visa (VKV). If your stay will be for a period longer than three months, you will probably need a provisional residence permit (MVV). Once you arrive in the Netherlands you will need to apply for a residence permit, as the MVV is only a visa to enter Holland and is not valid as a visa to stay here for a longer period of time.

Take a look at our visa wizard on the Nuffic website to see what rules apply to your situation.

If you need a short stay visa, you need to arrange it yourself at the Dutch embassy in your home country or the country where you legally reside. If you need a provisional residence permit, your internship provider can apply for this on your behalf. The application form can be found at the website of the IND.

Where can I get more information?

If you have questions about work permits, you can contact the UWV WERKbedrijf. Their telephone number is: +31 79 750 29 03.

For questions about applying for a visa or a residence permit, you can contact the Immigration and Naturalization Service (IND) on the following number: + 31 20 889 30 45. If you are already in the Netherlands you can dial the following number: 0900 123 45 61.

If you have any other questions, you can also contact the Mobstacles-team at Nuffic: immigration@nuffic.nl or +31 70 426 03 40 (Tuesdays and Thursdays between 14.00 and 16.00 hrs). You can also ask this team questions about the internship agreement.

COSPA INTERNSHIP AGREEMENT

Dutch Student – Intern Agreement PART I

- ***A copy of the passport of the student-intern must be attached to this form***
- ***This form must be present at the address where the internship is fulfilled***

Personal information international student

Family name	<input style="width: 95%;" type="text"/>
First name	<input style="width: 95%;" type="text"/>
Date of birth	<input style="width: 60%;" type="text"/> day/month/year
Place of birth	<input style="width: 95%;" type="text"/>
Citizen of	<input style="width: 95%;" type="text"/>
Is a residence permit required?	Yes/No
Dutch residence permit number	<input style="width: 95%;" type="text"/>
Is a copy of the passport attached?	Yes/No
Telephone	<input style="width: 60%;" type="text"/>
E-mail	<input style="width: 60%;" type="text"/>
Home address during the internship	<input style="width: 95%;" type="text"/>
Telephone	<input style="width: 60%;" type="text"/>

Information Dutch educational institution

Name of educational institution	<input style="width: 95%;" type="text" value="Delft University of Technology, CME"/>
Address	<input style="width: 95%;" type="text" value="Postbus 5048, 2600 GA Delft"/>
Telephone	<input style="width: 95%;" type="text" value="+31 (0)15 27 84774"/>
E-mail	<input style="width: 95%;" type="text" value="s.m.c.schuchmann@tudelft.nl"/>
Unit of educational programme (e.g. faculty)	<input style="width: 95%;" type="text" value="MSc Program CME"/>
Name of Educational Supervisor	<input style="width: 95%;" type="text" value="ir. drs. J.G. Verlaan"/>
Telephone	<input style="width: 95%;" type="text" value="+31 (0)15 27 87467 / +31 (0)654721269"/>
Fax	<input style="width: 95%;" type="text"/>
E-mail	<input style="width: 95%;" type="text" value="J.G.Verlaan@tudelft.nl"/>

Information host organisation

Name of host organisation	<input type="text"/>
Internship address for student-intern during the training period	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Name of on-site Supervisor	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>

Internship agreement**Article 1: Objectives and tasks of the internship**

- The purpose of this internship is to provide the student with experience of the practical application of theoretical knowledge he or she has already acquired and to acquire new skills and knowledge. The host organisation and the educational institution will ensure that the student-intern is given tasks and responsibilities according to the level of competence of the student and the educational objectives for the training period. This agreement therefore is not an employment contract.
- **Educational objectives:** skills and knowledge to be acquired, defined by the Educational Supervisor.
- **Tasks of student-intern:** responsibilities in order to meet these objectives, defined by the on-site Supervisor in consultation with the Educational Supervisor.

Article 2: Supervision and evaluation

- The educational institution (or unit of educational programme like a faculty) will assign an Educational Supervisor responsible for the student's internship and the host organisation will name an on-site Supervisor. If any problems arise, the on-site Supervisor will contact the Educational Supervisor.
- At the end of the internship the educational institution requires a report from the student-intern, the detailed requirements for this report will be available to the student before the internship begins. The host organisation will be presented a copy of this report.
- The host organisation will provide the student-intern with an evaluation of his or her internship as well as a written confirmation that the scheduled work programme has been undertaken and completed.

Article 3: Internship arrangements

- The number of envisaged ECTS points for the internship:
- The training period will take place excluding the (parts of) days that the staff of host organisation is not working:
from to
- The daily schedule of working hours of the host organisation applies to the student. The minimal hours per week of internship will be:
- Student-intern will not be present at the host organisation on:
- The student-intern must comply with all the regulations of the host organisation.
- The compensation for expenses per month will be:
- The compensation for travel expenses will be:
- The host organisation offers the necessary facilities for the student-intern to execute his tasks and achieve his/her objectives.
- The student-intern is obliged to apply secrecy to his or her activities during the internship at the host organisation if requested by the host organisation.
- The author's rights on the achieved results lie with the student-intern if not explicitly regulated otherwise. Both the student-intern and the Dutch educational institution may use the results for internal purposes without consultation of the host organisation..
- The written internship report must be presented to the on-site supervisor before it is handed in to the educational supervisor.

Article 4: Social protection / Insurance

- The host organisation will protect the student-intern against any form of intimidation or discrimination at the workplace. The principle of equal rights will prevail.
- According to Dutch law (art. 7:658 lid 4 *Burgerlijk Wetboek*) the host organisation is liable for injuries and damage that the student-intern may suffer from during his/her internship.
- The student-intern will make sure that an insurance is concluded for accidents and liability in the workplace by either the host organisation or the student-intern itself according to Dutch law.

Accidents	insurance	number
<input type="text"/>		
Liability	insurance	number
<input type="text"/>		

Article 5: Dispute

The student-intern addresses the on-site supervisor of the host organisation in the first place in case of a dispute. If the dispute cannot be settled amicably between the student-intern and the on-site supervisor it will be presented to the educational supervisor in order to try to reach a solution suitable to all parties.

Article 6: End and ending of the internship

1. The internship ends
 - a After the period agreed in article 3.
 - b If the student-intern ends his study at the Dutch educational institution.
 - c If all parties agree to end the internship.
 - d If the student-intern dies.
 - e If the host organisation is bankrupt or will be dissolved.
2. The host organisation can end this agreement, having heard the student-intern and educational supervisor :
 - a If the on-site supervisor concludes that the student-intern is not following the rules of the host organisation or the directions of the on-site supervisor.
 - b If the student-intern does not comply with the regulations with regard to secrecy as agreed upon in article 3.
 - c If the student-intern acts in a way that a host organisation cannot be requested to accept according good reason.
The on-site supervisor informs the educational supervisor about any ending of the internship.
3. The educational institution can end this agreement, having heard the educational supervisor, the student-intern and the on-site supervisor if the educational institution concludes that the internship is not complying with the educational objectives and/or the tasks laid out in this agreement or the student-intern cannot be requested to deal with issues according to good reason. The educational supervisor informs the on-site supervisor about any ending of the internship.

Article 7: General provisions

1. Deviations from the articles in this agreement must be agreed upon in writing by the educational supervisor, the student-intern and the on-site supervisor.
2. This agreement will be governed by Dutch law.

Signatures

The signatories confirm the accuracy of all statements made on this form and agree to all principles and articles expressed therein.

- Name of educational institution

Signature, stamp and date

- Name of host organisation

Signature, stamp and date

- Name of international student

Signature and date

APPENDIX 4

GUIDELINES FOR THE INTERNSHIP REPORT

The internship report is the culmination of your (practical) work. Or at least it should be. But essential elements tend to be missing from many reports. Rosbergen, our former colleague, described this problem superbly in one of his evaluations as *“Not enough time has actually been taken to sit in the shade of a tree and consider why things go the way they do.”*

A person working towards full academic credentials is expected to be able to view the internship with a certain degree of objectivity and to reflect on it critically: what went well and what did not, why is that so, what else did I notice? Various approaches can be useful in such a critical evaluation, e.g. a technical viewpoint, organisational, personal. The ‘Activities’ chapter in the internship report is intended to address this in particular, and should not be merely a (neutral) description of what you have done.

This kind of approach is even more important given that the report must enable us to assess whether the internship taught you what the specific purpose of an internship is. And this purpose is different from the kinds of tasks you carry out on a regular basis during your programme; it also requires you to locate such a task within the context of professional practice and, specifically, show what you derived from it.

That also includes devoting attention to your learning experiences at a personal level: what you are good at and what not, which of your skills would benefit from some additional training, would you like to do this work in the future or not and why and/or what would you prefer to do instead? Certainly it’s difficult to put these types of reflections down on paper but here too you need to make a serious effort. If necessary – if you find it too personal to include in a ‘public’ report – you could add this as a confidential appendix to your report.

If the issues above are only covered briefly in your internship report, this will have a negative influence on your final mark. You wouldn’t be the first to see a fantastic internship ‘rewarded’ with a meagre mark thanks to a final report that has been ‘cobbled together’ in haste or is lacking in crucial elements.

It is important that you learn to write down your experiences, observations and conclusions in such a way that others can understand them and can work with them (knowledge transfer). The following guidelines apply: write a report that is concise as well as comprehensive, while paying careful attention to clarity and lucidity. Both subject supervisor and internship coordinator (who is a civil engineer but usually not an expert in the field you have been working in) should be able to understand.

A major part of the internship assessment occurs on the basis of the report. It is particularly important, therefore, that we are able to assess what you learned from the internship. In Appendix 5 of this manual you can find the assessment forms that will be filled in by the several supervisors. A number of specific guidelines have been drawn up for the report’s content. Several of the aspects that need to be elaborated in the report are also provided below:

General information/organisation: How did the internship come about? Where was the internship done? At what sort of company; consider the project and its context, the working environment within which you operated, etc.

Activities: Critical, evaluative descriptions of your own activities: set-up (methodology), results of your own activities, calculations, designs or plans within the totality of project activities, a logbook (in appendix), the answer on the research question(s).

Evaluation: Give an explanation about your expectations, experiences (also about how you functioned), the relationship between theory (TU) and practice (internship) and recommendations concerning both the internship project and the faculty. You are expected to indicate what lessons you have drawn from your internship and how you can use these lessons in future for your further development.

In addition to the aspects above, the report will also be assessed on the quality of the reporting itself. Among the things that are important here are that the report has a clear structure, with a good layout and good use of language. The report may be written in English or Dutch. Use of other languages may be considered in consultation with the internship coordinator and subject supervisor.

You are expected to write the report during the internship period, as there are no additional study credits for the report itself. Be sure to schedule time for compiling the report. Also keep a logbook of activities and experiences and update it daily, so that it won't take an excessive amount of time to produce the eventual report.

Below is an *example* of a possible structure for your report. But note: this is only an example, not a prescription. However, you should ensure that all the components shown below also appear clearly in your report. As a general rule, around 15-30 pages net should suffice for a clear and comprehensive report. But once again: the quality counts!

Preface

Contents

Summary

Chapter 1. 'Introduction'

Chapter 2. 'General information about the internship'

General:

- Why an internship? And why this internship?
- How did you learn about and obtain the internship?
- Place and period of the internship.
- The internship work assignment.

Description of the internship company:

- What is the organisation's structure? Parent or subsidiary company, etc.
- What does the internship company do? What are they good at, what is their market position, which are their competitors, etc.

Description of the research:

- What is the focus of your internship?
- What types of problems provided the impulse for your focus: your research?
- What is the purpose of your research question?
- What are your assumptions, starting points and preconditions?

- What is the intended result of the research?
- What was the state of affairs at the beginning of the internship?

Description of the working environment:

- Description of the organisation (e.g. organisational chart)
- Were other offices, services or companies involved in the work?
- What were the daily circumstances, work schedules etc.?
- Description of the working methods, processes, any possible problems.
- Consideration for the environment, safety, sustainability.

Chapter 3. 'Activities'

A description of:

- The activities that were involved and the context in which these occurred.
- The people and resources that were involved.
- The degree to which everything was in accordance with the planning.
- Concise results and conclusions about your own activities: calculations, planning, designs, etc. with clear references to the appendices.
- Include answer(s) to your research question(s).

For this description try to take a step back and get a little 'distance' from your internship, and to consider it critically from a variety of angles (technical content, organisational, social/communicational). Consider why certain things went as they did (whether problematic or smoothly).

Chapter 4. 'Evaluation'

Of the content of the internship:

- What had you expected from it? What arose from it?
- Possible recommendations or (constructive) critical observations on which technical or organisational way in the activities you observed were carried out (note: obviously these observations need to be formulated with the necessary tact and discretion).
- Conclusions about the way you yourself worked (in many reports this is glossed over; be bold in considering and setting out which aspects/facets of the work you performed well or felt at ease with, and which could still do with improvement).
- Answers to the research questions posed in chapter 2.
- In what way will you use these conclusions for your personal and professional development and for your approach to your future career?

Of the relationship between theory and practice:

- What was the educational usefulness of the internship?
- What knowledge was useful, or lacking?
- Possible recommendations to Civil Engineering about internship or educational programmes, etc.

Appendices

- Explanations for one or more report chapters, e.g. (full) products of your own activities, specifications, drawings, schedules, measured data, organisational schemes, and logbook.
- Relevant documentation to serve in support of the text sections.

Finally, the most important practical aspects are summarised here once more:

Within one week following conclusion of the internship, an internship report must be handed in at the Internship Office. The report must be accompanied by the completed and signed *company supervisor assessment form*. Do not forget to have the (draft) report read by the internship provider and to ask for an 'Agreed' signature. This is particularly important for foreign internships because of the distance. Also provide a separate A4 with a summary of your internship activities and experiences. In principle the report must be written during your internship period. So keep a daily logbook of your activities and experiences, so that you don't have to spend excessive time producing the ultimate report. Make sure to answer your research question in the report.

APPENDIX 5

EVALUATION FORM COMPANY SUPERVISOR

Assessment form traineeship (to be filled in by student's supervisor)

Student's name : _____

Study number : _____

Trainee post : _____ **Supervisor:** _____

Period : **From** _____ **to:** _____

The traineeship coordinator determines the final mark of this traineeship in which he takes your opinion into consideration. Therefore we kindly request you to answer and to explain briefly the questions below.

General engineering skills

1. Which activities have been performed during the training period?

.....

2. Does the student show sufficient initiative during his training activities?

excellent / good / sufficient / moderate / insufficient

.....

3. Is the student able to carry out the activities sufficiently independent and systematic?

excellent / good / sufficient / moderate / insufficient

.....

4. Can the student deal with the responsibilities resulting from the activities?

excellent / good / sufficient / moderate / insufficient

.....

5. Is the student able to analyse thoroughly the practical problems and to transform them into concrete actions?

excellent / good / sufficient / moderate / insufficient

.....

6. Can the student combine relevant aspects and interests within a project in a creative way?

excellent / good / sufficient / moderate / insufficient

.....

7. Is the student able to find creative solutions?

excellent / good / sufficient / moderate / insufficient

.....

8. Has the student shown dedication and interest during his/her training period in order to develop himself/herself in the personal and professional field?

excellent / good / sufficient / moderate / insufficient

.....

Technical knowledge

9. During the training period, did the student improve his/her technical knowledge and insight in the professional work situation?

excellent / good / sufficient / moderate / insufficient

.....

.....

10. Is the student able to perform his/her activities on a level which shows its (technical) content sufficiently?

excellent / good / sufficient / moderate / insufficient

.....

.....

11. Is the student quick, accurate, and well-organized enough when carrying out his activities (concerning the technical content)?

excellent / good / sufficient / moderate / insufficient

.....

.....

12. Does the student show enough insight to ask for support, if necessary?

excellent / good / sufficient / moderate / insufficient

.....

.....

13. Does the student have enough knowledge and aptitude to master new (technical) knowledge?

excellent / good / sufficient / moderate / insufficient

.....

.....

Social and communicative skills/quality of reporting

14. Does the student adapt himself/herself well to the way of working within the company or the institute?

excellent / good / sufficient / moderate / insufficient

.....

.....

15. Can the student associate with the members of staff of different departments and on different positions within the company or the institute?

excellent / good / sufficient / moderate / insufficient / not applicable

.....

.....

16. Is the student able to work with enthusiasm and to motivate others?

excellent / good / sufficient / moderate / insufficient / not applicable

.....

.....

17. Is the student able, with the help of the members of staff, to work collectively at a solution?

excellent / good / sufficient / moderate / insufficient / not applicable

.....

.....

18. Does the student have the ability to work within a professional work situation?

excellent / good / sufficient / moderate / insufficient

.....

.....

19. Does the student accept criticism from (immediate) members of staff?
excellent / good / sufficient / moderate / insufficient

.....
.....

20. Is the student able to communicate with others in a lucid and clear way, and with sufficient self-confidence, about technical aspects concerning content?
excellent / good / sufficient / moderate / insufficient

.....
.....

21. Are the student's reports useful, clear and professional, so that they are practically workable?
excellent / good / sufficient / moderate / insufficient

.....
.....

General

22. Did the student fulfil your expectations?

.....
.....
.....
.....
.....

23. What can you recommend the student as regards his or her personal and professional development during the completion of the study and the future practice?

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

24. Can you imagine the student to be a permanent member of staff within your company or institute?

.....
.....

25. Conclusion about the training:

.....
.....
.....
.....

26. Other remarks:

.....
.....

EVALUATION FORM INTERNSHIP COORDINATOR & SUBJECT SUPERVISOR

CME2100 INTERNSHIP CME

Name of student:

Student number:

Number of credits: 10 ECTS (2013 and later)

Assessment	Grade
<p>General engineering skills</p> <p>1. Has the student actively analysed and resolved practical problems? </p> <p>2. What was the scope of the internship in terms of breadth and depth? </p> <p>3. Has the student demonstrated initiative and independence? </p>	
<p>Technical knowledge (subject-related)</p> <p>4. Has the student given a thorough description of the duties carried out? </p> <p>5. Does the report clearly record the (technical) results of his/her work? </p> <p>6. Is the technical quality of the results of a high enough level? </p> <p>7. Was the student successful in improving his /her specialist knowledge of and insight into profession practices during the internship? </p>	
<p>Social and communication skills / reporting style</p> <p>8. Does the report satisfy the reporting requirements (Appendix 4 of Internship Manual)? </p> <p>9. Does the report have a clear structure? </p> <p>10. Are the research questions thoroughly answered? </p> <p>11. Does the student’s use of language satisfy the requirements for a professional, technical report? </p> <p>12. Does the layout of the report satisfy the requirements for a professional, technical report? </p>	

<p>Insight into own aptitude and affinity</p> <p>13. Is the student capable of indicating his/her own strong and less well-developed character traits and skills? </p> <p>14. Can the student indicate concrete ‘points for improvement’ for his/her future development on the basis of experiences during the internship? </p> <p>15. Is the student able to use the internship to draw relevant conclusions regarding his/her future professional career? </p> <p>16. Has the student compiled a written evaluation detailing his/her expectations, experiences and recommendations ensuing from the internship? </p>	
--	--

VERBAL EVALUATION results:

1. General impression of the internship

Student:

.....

Internship coordinator:

.....

2. Special circumstances during the internship

.....

3. Overall conclusion of the internship results (including report)

.....

4. Any other remarks/recommendations for future development

.....

Signatures

Internship Coordinator CME	Subject supervisor	Student
Name	Name
Signature	Signature
Date	Date

FINAL EVALUATION FORM INTERNSHIP COORDINATOR

CME2100 INTERNSHIP CME

Name of student:.....

Study number:.....

Credits: 10 ECTS (2013 and later)

Item	Partial grade	Weighting factor	Final grade
General engineering skills		0.3	
Technical knowledge		0.3	
Social and communication skills / reporting style		0.3	
Insight into own aptitude and affinity		0.1	
FINAL GRADE			

Internship Coordinator CME

Subject supervisor

Name

Name

Signature

Signature

Date

Date

Does this internship provide opportunities for a Master's project?
Yes/no*

To be completed by the internship coordinator. If this question has been answered with 'yes', please pass this on to the Master's project coordinator.

APPENDIX 6

2014 REGISTRATION FORM CME2100 INTERNSHIP

Surname / family name	
Initials of given names	
First name /forename	
Gender	female / male *
Country of origin	
Student number	
Address	
Postal code + town	
Telephone number	
Current e-mail address:	
BSc degree?	Yes / no* <i>For participation of this course (CME2100) the Bachelor diploma has to be obtained. A copy of your BSc diploma has to be handed in at the CME Secretary Office (well) before the internship commences.</i>
If BSc has been completed, at what institution and what study programme?	Institution: Study Programme:
MSc programme?	CME / other: * ...
Study points obtained in MSc?	Ca. ECTS
Preference for traineeship period	period 1 / period 2 / period 3 / period 4 / summer *
Preference for type of company	- contractor / government organisation / non-governmental organisation / engineering consultancy * - small / medium / large * - the Netherlands / abroad * - specialising in the area of:
Remarks	
Questions	◊ Do we have your permission to possibly pass on your data to fellow students who may have similar interests? Yes/no* ◊ Would you, at some stage, be prepared to assist with traineeship promotion activities (such assistance is always greatly appreciated!) Yes/no*
Date of submission	

Did you receive a copy of the CME Internship MANUAL and did you thoroughly acquaint yourself with its contents?

When you did, please sign here

You are kindly requested to complete this form and hand it in – together with a copy of your student card and its appendix (the latter proving your registration as a MSc student in CME) and a copy of your BSc diploma - to the CME Secretary Office, room 3.40, as soon as possible. Please make sure to write clearly.

* Delete what is not applicable