

# Internship Information Session 2016-2017

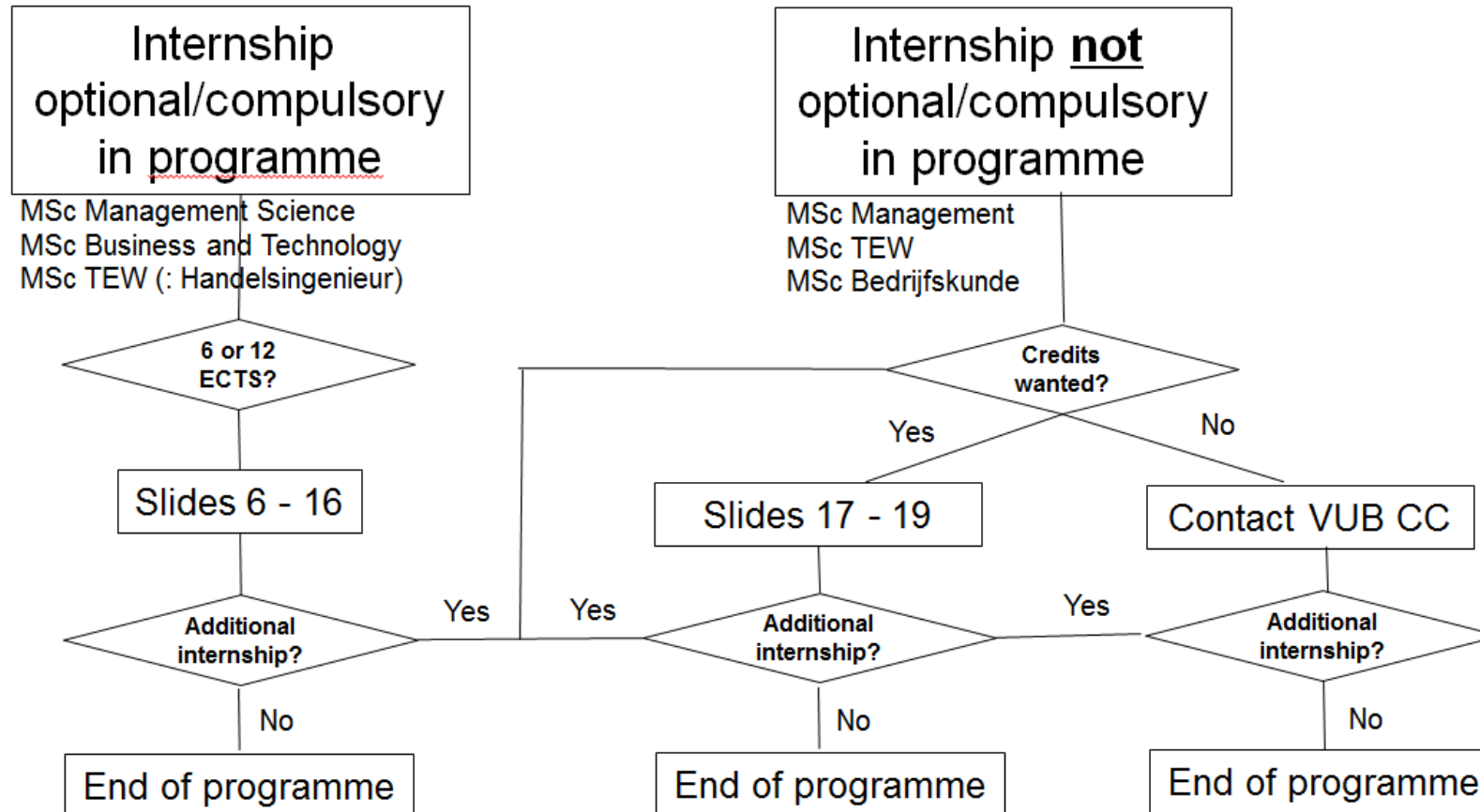
## Course requirements and processes

Prof. dr. Michaël Doms (BUSI) & VUB Career Center

# AGENDA

- Parties involved and processes
- Internship inside the curriculum
- Internship outside the curriculum
  - During the studies
  - After the studies

# STRUCTURE (during studies @ VUB)



# FACULTY WEBSITE

https://my.vub.ac.be/en/es — MY.VUB ES | MY.VUB

VUB staff MY.VUB

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## MY.VUB: FOR STUDENTS

**VUB** ECONOMISCHE & SOCIALE WETENSCHAPPEN SOLVAY BUSINESS SCHOOL

ES home  
Contact

- Programmes
- Timetables
- Exam Schedules
- Regulations and Forms
- Master's Thesis
- Study Guidance
- Internships
- Exchange
- Research & PhD

**MY.VUB ES**

## FACULTY SECRETARIAT

Building C, 2nd floor, room C2.03  
Pleinlaan 2  
1050 Brussel

[O] MON - FRI 09:00-12:30  
14:00-18:00

[T] 02 629 25 08  
[F] 02 629 36 45  
[E] faces@vub.ac.be

more >>>

## NEWS

# COMMUNICATION WITH FACULTY

- **Always:**
  - Use: [internship.business@vub.ac.be](mailto:internship.business@vub.ac.be) : this will speed up the process as it is read by multiple persons
  - Use a subject line:
    - E.g. "Internship approval"; "Internship request"; "Internship report" etc.
  - Avoid by all means using our personal e-mail addresses
  - Send reminder if no answer after 3 working days (normally reply within the day)
  - Before asking a question, make sure you have read this document as well as the course description

# VUB Career Center (Adecco)

- **Who are we?**
  - On campus service for students: first steps onto the labour market
  - Coaching your search & application procedure: **Internships & Jobs**
  - To help you find the job your looking for!
- **What do we offer?**
  - Internship orientation and a wide variety of internships on our website!
  - **Website:** All companies can contact us freely to post their vacancies on our website
- **Where can you find us?**
- **CAMPUS ETTERBEEK: Building B, B0.11, Pleinlaan 2, 1050 Elsene**  
**careercenter@vub.ac.be                      02 629 11 88**
- [www.vub.ac.be/careercenter](http://www.vub.ac.be/careercenter) (NL) - [www.vub.ac.be/en/careercenter](http://www.vub.ac.be/en/careercenter) (EN)

## INTERNSHIP INSIDE CURRICULUM (1)

- **MSc in Management Science / MBT:**
  - Optional course
    - Entitled professor: Michaël Dooms
  - Choice between:
    - 6 ECTS: minimum 20 full time workdays
    - 12 ECTS: minimum 40 full time workdays
  - Additional elements:
    - Can be performed any time / period during the 2 year Master program
    - No maximum duration
    - Work scheme flexibility (e.g. 2 days per week for 10 weeks)
    - International internships allowed / encouraged

## INTERNSHIP INSIDE CURRICULUM (2)

- **MSc in TEW: Handelsingenieur:**
  - Optional course (choice within compulsory practice course)
    - Entitled professor: Michaël Doms
  - Choice between:
    - 6 ECTS: minimum 20 full time workdays
    - 12 ECTS: minimum 40 full time workdays (but no 'elective' possibility as the 6 ECTS elective will be added to the 6 ECTS compulsory practice course)
  - Additional elements:
    1. Can be performed any time / period during the 2 year Master program as well as before the start of the 1<sup>st</sup> Master year
    2. No maximum duration
    3. Work scheme flexibility (e.g. 2 days per week for 10 weeks)
    4. International internships allowed / encouraged



## INTERNSHIP INSIDE CURRICULUM (3)

- **MSc in TEW:**
  - Optional course (choice within a specialization)
    - Entitled professor: Michaël Dooms
  - One possibility: 6 ECTS: minimum 20 full time workdays
  - Additional elements:
    - 1.Can be performed any time / period during the 1 year Master program as well as during the summer period before the start of the 1<sup>st</sup> Master year
    - 2.No maximum duration
    - 3.Work scheme flexibility (e.g. 2 days per week for 10 weeks)
    - 4.International internships allowed / encouraged

# COURSE OBJECTIVES (1)

- **Cooperate on a specific project within the organization (=> problem definition); examples are:**
  - Market research and analysis
  - Functional analysis of business processes
  - New process implementation
  - Company data analysis (process, dept or organizational level)
  - ...
- **Performing daily operational activities is not the core objective! (but of course, sometimes needed to execute / understand the project):**
  - Except if these are in line with Master's competencies e.g. monthly or annual closings of the accounts, audit or accounting tasks requiring Master level skills and competencies (so NOT: booking accounts receivable; personnel admin; etc.).
  - Some tasks such as "event organization" and "direct sales/telemarketing) are also difficult.
- **Private, public (government), not-for-profit organizations are allowed**

## COURSE OBJECTIVES (2)

- **Reporting:**
  - Read the official course description ! (Via faculty website – programme or Pointcarré)
  - Check your e-mail (VUB account) e.g. detailed explanation of the process, changes in the process, etc.
  - Examples of good practice are available at our offices (make an appointment)
  - Grading based on elements outlined on the course description
  - If the internship period exceeds the reporting deadline set out on the course description, we will set an alternative reporting deadline (contact us)

## PROCEDURE (1): parties

- Four entities intervene:
  - The student
  - The faculty
  - The company / organization providing the internship
  - The VUB Career Center

## PROCEDURE (2): search

- On an ***individual basis***, entitled professor as “last resort”
- **Supported by the VUB Career Center** (website: [www.vub.ac.be/careercenter](http://www.vub.ac.be/careercenter) )
  - Contact Career Center (e-mail: [careercenter@vub.ac.be](mailto:careercenter@vub.ac.be)) for additional information or practical issues.
  - Browse our JOBBOARD for internships

### ***Didn't find what you are looking for on our website?***

- Make an appointment for internship orientation and personal coaching:
  - ✓ How to search for a good internship (national/international)
  - ✓ VUB Career Center and Randstad company network
  - ✓ CV & motivation support
  - ✓ Tips & tricks on doing your interview

## PROCEDURE: approval (1)

- Fill in the internship form (Pointcarré) and send via e-mail to [Internship.Business@vub.ac.be](mailto:Internship.Business@vub.ac.be) **BEFORE THE START OF THE INTERNSHIP** (Allow at least 2 weeks, no signatures needed in this stage, not visits of the university)
  - Pay attention to a good description of the assignment!
  - Use the form on the faculty website or on Pointcarré (not the VUB Career Center form!)
  - After approval (by e-mail), the VUB Career Center, located building B, ground level, will draft a contract for you to print 3-fold and contact you for signature(s) – see next slide

## PROCEDURE: approval (2)

Support by the VUB Career Center:

**After approval** a contract will be drafted based on your internship form:

- Receive your contract by email
- Print it out in threefold
- Sign it yourself
- Let the company sign
- Bring back your three copies to the VUB Career Center
- You will receive an email from us when the Dean has signed
- You can pick up your contracts

**Attention: Keep in mind to start this procedure at least 2 weeks before you actually start your internship!**

## PROCEDURE: during & after

- **During the internship:**
  - If any problem arises, please contact the entitled professor asap
  - No need for interim reporting (optional)
- **After the internship:**
  - Written report following guidelines on course description (Pointcarré).
  - Anonymous evaluation by the company (e-survey)
  - Evaluation by yourself (e-survey)
  - Support by the VUB Career Center



## PROCEDURE: after

### What do we offer?

- Map your internship experience and acquired competences
- Job orientation
- Individual and group coaching: CV & motivation, job interview techniques, etc.
- VUB Career Center website and Randstad network

**Stop by at the VUB Career Center after your internship to find out what we can do for you!**

**CAMPUS ETTERBEEK: Building B, B0.11, Pleinlaan 2, 1050 Elsene**  
[careercenter@vub.ac.be](mailto:careercenter@vub.ac.be) 02 629 11 88

## POINTS OF ATTENTION

- Remuneration: = optional, between yourself and the company / organization your work for
- Assignment: stay close to the course description and objectives (avoid 100% admin work)
- But: most internship assignments, like your “real” job afterwards, require admin work!
- Be aware that you represent the university and your MSc program as well, so impeccable behavior is expected !
- Pay attention to your e-mail regarding general aspects of the process (given potential change process with VUB Career Center)

## INTERNSHIP OUTSIDE CURRICULUM (1)

- For Bachelor and Master students without internship courses within their programmes (e.g. MSc Management)
- Also for additional internships on top of mandatory internship
- Internship offers and contracts:
  - Nederlandstalige versie [www.vub.ac.be/careercenter](http://www.vub.ac.be/careercenter)
  - English version [www.vub.ac.be/en/careercenter](http://www.vub.ac.be/en/careercenter)
- Faculty does not administratively support internships outside credit contracts
- In other words: students wanting to perform an internship and get credits for it need to enroll for an additional credit (with reporting requirements at the end to obtain the credit) through a credit contract (pay attention: register before October 15<sup>th</sup>)

## INTERNSHIP OUTSIDE CURRICULUM (2)

- The internship can be accepted if:
  - It is linked to the study domain and the tasks are in line with the level of the study degree
    - So no lower skilled admin work (be aware that abuse exists)
  - Administrative handling by the VUB Career Center (location ground floor building B)
    - Search for an internship
    - Contract arrangements
    - Contact: Contact [careercenter@vub.ac.be](mailto:careercenter@vub.ac.be)
    - Other career services also available

## INTERNSHIP OUTSIDE CURRICULUM (3)

- **Procedure:**
  - Send the internship description to the entitled professor of the internship course (via e-mail);
  - After approval, go to the academic career consultant ('studietrajectbegeleider') to complete your official demand for a credit contract;
  - After receiving the credit contract from VUB central enrolment, go to the VUB Career Center for your internship contract.
- **Other internships (outside curriculum, without credit contract): seek advice from the VUB Career Center**