

Thomas More Mechelen

Internship Organisation and Management Campus Mechelen

Internship guidelines

Each student is assumed to be aware of these regulations and is fully responsible for the consequences that his or her possible negligence would cause.

1. The Organisation and Management programme - Mechelen campus of Thomas More – University of Applied Sciences (hereinafter referred to as "the university") has included in its study programme an internship as a mandatory curriculum component for all final-year students.
2. The internship continues in the final phase of the programme and lasts 14 weeks. There are 2 possible internship periods, depending on when the student schedules this internship:
 - first semester: from mid-September to the end of December
 - second semester: from mid-February to mid-May.
3. These regulations contain important information for all parties involved: the students, the internship companies and the university.

General provisions for the internship

4. The student personally carries out an internship assignment at the internship company. During his internship, the student makes use of the technical possibilities of the internship company and is supported by a supervisor of the company, further referred to as "mentor".
5. The internship is basically unpaid. There are companies that pay an expense or travel allowance, but they are not obligated to do so. The internship company does assume the obligation to reimburse the student for expenses arising from internship activities such as telephone calls, travel to customers, suppliers and the like. The company makes clear agreements with the student about this in advance.
6. During the internship, the student remains legally dependent on the university and retains the status of a regular student. No employment contract exists between student and internship company. However, internship company, university and student agree on an internship contract.
7. During the internship period, students will be at the internship site five days a week for 14 weeks. They conform to the hourly schedule in place at the company.
8. If the student is absent due to circumstances (e.g., illness), he must notify the internship mentor as soon as possible and provide him with valid proof of his/her absence. The student also provides a valid proof to the internship coach within 2 days. In case of valid absence, it will be discussed between the three parties

whether and how the missed internship days will be made up.

9. When, due to force majeure, the internship can no longer take place at the location of the internship company, the internship will continue online. Only when online activities are not possible, the student performs an internship assignment. The internship assignment must conform to the final competencies of the study programme. The internship coordinator approves the internship assignment.

Objectives of the internship

10. The internship provides the student with opportunities for experiential learning through active presence in a real professional and social work environment. During the internship, the student can apply his theoretical knowledge in real practical situations that are difficult or impossible to offer within the university, and which are appropriate to the nature and level of the programme.
11. The internship provides an opportunity to develop various professional, technical, communication and social skills.
12. The student is introduced to the internal workings of an organisation, its structure, work climate, work methods, expectations, work pace, corporate culture. Moreover, the student learns to situate himself within a particular organisation.
13. Students get a sharper picture of their future profession and a better idea of the positions that a person with their specific education can hold.
14. The internship promotes the development of a learning attitude within a work environment.
15. The internship provides an important reference point when applying and finding a job.
16. Preferably, both the internship company and the student benefit from the internship.
17. For the university, organising internships creates opportunities to build good and lasting relationships with the field.

Internship

18. The choice of the internship company is made under strict conditions. Either the student can choose an internship company from the offer of internship companies on the internship portal (<https://stages.thomasmore.be/stagepor-language/Default.aspx>). Or the student can opt to submit their own proposal on the internship portal.
19. The student must ensure that a mentor within the company is assigned who can invest sufficient time in the supervision. The goal, subject and expectations of the internship are discussed with the mentor beforehand. This gives the student a good idea of the internship and allows the student to feel if he/she can interact well with the supervisor and company.

Internship application and internship contract

20. Students submit their preferences according to the given deadlines. Either by submitting their own proposal on the internship portal or by indicating a preference at one of the offered internship sites.
21. The internship coordinator checks the preference and authorises the student to apply. This allows the student to download the information sheet and the internship contract. The information sheet and the internship contract are taken to the interview. Afterwards, the student completes the information sheet further.

22. The student ensures that the internship contract is signed. No later than 2 months before the start of the internship, the signed internship contract and info sheet will be uploaded on the internship portal.

University engagement

23. The internship coordinator of the programme is responsible for the practical organisation of the internship.
24. Each student is given comprehensive information before the beginning of the internship about the organisation and goals of the internship, and the nature of the internship activities.
25. When organising the internships, the internship coordinator takes into account the individual wishes and suggestions of the student to the extent possible.
26. The university organises internships in cooperation with companies and institutions at home or abroad. The final assignment of the internship is done by the internship coach.
27. The university is responsible for internship administration.
28. Every student who interns is assigned an internship coach by the university.
29. The student is insured by the university against accidents (cf. the internship agreement). Any accident must be reported to the university immediately.
30. The student undertakes to behave in a deontological manner, and in particular not to disclose company secrets and other confidential information of which he would become aware. If necessary, a non-disclosure agreement may be drawn up by the internship company stipulating how the student should treat the information made available to him in the context of his internship.

Engagement of programme internship coordinator

31. The international internship coordinator is **Martine Michiels** (martine.michiels@thomasmore.be).
32. The job of the internship coordinator includes assigning internship sites and internship coach to the student.

Engagement of the internship coach

33. Each student is assigned an internship coach. This is a teacher from the university who will supervise the student during his internship. The coach is also the first point of contact within the university for the internship mentor.
34. The internship coach makes the necessary practical arrangements with the student before the internship begins. The coach keeps in touch with the student during the internship via email and internship logbook.
35. The internship coach contacts the internship company at the beginning of the internship and informs the internship company of the evaluation procedure.
36. The internship coach contacts the internship company's mentor at least once (during the second half of the internship). Additional internship contacts may follow at the request of the mentor or the student.
37. The internship coach reads both the final evaluation of the internship mentor and that of the student.
38. At the end of the internship, the internship coach has an individual conversation with

the student possibly together with the internship mentor. During this conversation the final evaluation is discussed.

39. The internship coach monitors the student's performance during the internship and evaluates the internship report.

Student engagement

40. The student fulfils contractual and other agreements.
41. The student makes every effort to complete the internship assignment.
42. The student demonstrates a desire to learn and brings appropriate motivation.
43. In carrying out his internship assignment, the student applies the acquired general and profession specific competencies to the best of his ability and makes an effort to develop them further.
44. The student shows respect for the internship company in general and for the supervisor in particular.
45. The student adheres to the hour and vacation schedule of the internship company and makes an effort to integrate into the internship environment (general attitude, dress, language, punctuality, commitment, politeness, ...).
46. Before the beginning of the internship, the student makes an appointment for a personal interview with the representative of the internship company. During that meeting, the internship mentor discusses internship and completes the necessary documents. The student uploads the signed internship contract and the information sheet on the internship portal.
47. The student reports regularly on the progress of the internship to the mentor. The student reports to the internship coach by means of an internship logbook (cf. Agreements digital platform) that is filled in and uploaded on the internship portal every two weeks. The student works according to the same fixed pattern in which the following questions should be answered briefly, powerfully and clearly:
 - The number of hours of performance per day.
 - What have I learned during the past week?
 - What tasks did I perform during the past week?
 - How did I solve these difficulties?
 - In 3 words, describe the feeling you have about the past week.
48. After several weeks, a feedback moment is scheduled between the student and the internship coach. During this feedback interview the internship, feedback from the mentor and the first pages of the internship report are discussed.

49. The student takes the feedback to the internship. At the end of the internship, the student uploads the internship report.
50. In case of absence, the student notifies his/her mentor and the internship coach immediately. The necessary evidence such as medical certificates are delivered to the internship company and uploaded on the internship portal. Students who are illegally absent may lose regular student status. In case of prolonged absence, the internship period may be extended.
51. The student contributes to maintaining and fostering a good relationship between internship company and university.
52. In case of problems, the student notifies the internship coach immediately.

Engagement of the internship company

53. The internship company provides an internship that allows the student to achieve the objectives listed above.
54. The internship company will provide a formal internship assignment with the application for the internship, based on which the internship application can be approved. These assignments should be in line with the profession-specific competencies of the graduation/training programme. This list is not exhaustive and has been included at the bottom of these guidelines.
55. The internship company provides the necessary material facilities to complete the internship assignment during the internship.
56. The internship company designates a "supervisor": an employee who serves as the student's permanent point of contact.
57. The supervisor provides the student with the necessary support and ensures regular monitoring of the progress of the internship. He makes concrete agreements about this with the student.
58. The internship mentor immediately notifies the internship coach of any irregularities or problems.
59. The supervisor holds a feedback moment with the student after a few weeks and does a final evaluation at the end of the internship (see further "The Evaluation of the Internship").

The evaluation of the internship

60. The internship coach informs the internship supervisor of the evaluation procedure. The necessary documents are available on the online internship portal.
61. After several weeks, a feedback meeting is organised between the mentor and the student on what went well on the one hand and on what the student can/should improve on the other hand. The student records this in the internship report.
62. At the end of the internship, the supervisor will complete the evaluation form through the internship portal. The supervisor assesses based on the general and profession-specific competencies and the corresponding behavioural indicators of the Organisation and Management programme. It is important that the supervisor also verbally explains this assessment to the student to increase the learning effect of the internship.
63. The internship coach assesses the student's professional development and reflective ability based on the internship visit, final reflection, internship logs and communication between internship coach and student (professional, timely, relevant, etc.).
64. The final grade for this OPO is determined by an evaluation committee consisting of all internship coaches under the direction of the internship coordinator. The grade

is composed by the results obtained on the internship (60%) and the internship report (40%).

Appendix I: Final competencies of the Bachelor in Organization and Management.

Comanager

LR1 The bachelor realises together with management the practical elaboration of policies at different levels and in different work domains of the organisation/company, nationally and internationally.

Information Manager

LR2 The bachelor independently describes an information problem and translates the information problem into one or more concrete questions. He specifically and critically collects all (multilingual or numerical) data according to the question.

LR3 The bachelor processes data he has collected into information that, in terms of processing, formatting and presentation, is directly useful to management. He uses appropriate ICT tools quickly and efficiently.

LR4 The bachelor manages information autonomously and systematically so that it is easily accessible to those who may have access to it. In doing so, he is fully aware of the security of digital documents.

Multilingual communicator

LR5 The bachelor processes data he has collected into information that, in terms of written language and written forms of communication, is ready for communication to third parties (initially after management control, then independently). He writes (both under instructions and autonomously) and edits texts for internal and external communication of different final levels in Dutch and at least two other languages (CEFR level B2).

LR6 The bachelor communicates orally with the various stakeholders of an organisation in a goal-oriented manner, in Dutch and at least 2 other languages (ECFR level B2), formally and informally.

LR7 The bachelor builds and maintains contacts and relationships within and outside the organisation/company, nationally and internationally. In doing so, he represents the organisation/company and puts customer focus and service at the centre.

LR8 The bachelor independently translates existing common, internal and external business texts and simple business conversations or presentations while respecting the peculiarities of the specific language.

LR9 The bachelor takes cultural differences into account when communicating with people of other cultures, nationalities: he is interculturally competent.

Organizer/coordinator

LR10 The bachelor completes clearly defined assignments/projects (logistical support of/organisation of travel, congresses, events, meetings, administration...) autonomously/in team: he analyses the assignment (does preliminary research), phases, plans in time, prioritises, executes, solves problems and provides follow-up. He meets deadlines even when under (heavy) stress.

Growing professional

LR11 The bachelor controls the process and result of his work in all circumstances. He pursues quality and accuracy.

LR12 The bachelor works effectively with others in a team. He has constructive input to that team while respecting the input of others.

LR13 The bachelor recognises (business) ethical, deontological, social questions in their professional context, takes a reasoned position and acts in an ethically responsible manner.

LR14 The bachelor evaluates his own functioning and his work environment critically and makes adjustments if necessary. In this way, he builds a life-long professionalisation.

LR15 The bachelor follows developments in the (international) work field and social developments in the professional profile and takes initiatives for further professionalisation