

Course Manual

Bachelor History programme   
CH2020

Geschiedenis/IBHistory 2016-2017

Bachelor

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1. Practical information

|  |  |
| --- | --- |
| Course name | Bachelor Internship programme |
| Course code | CH2020 |
| ECTS | 15 |
| Position in the curriculum | BA3 |
| Co-ordinator | Laurie Slegtenhorst |
| Lecturer(s) |  |
| Teaching methods used |  |

1. Preface

This internship guide is intended for students following the bachelor programme in History at the ESHCC who will be doing an internship. An internship is a compulsory component of the programme. In principle, internships are scheduled for term 4 in the third year of the bachelor programme. This internship guide covers all aspects of an internship such as preparation, finding an internship post and the internship itself, right up to its completion with an internship report, final interview and examination certificate.

* You can find the electronic version of this internship guide, plus all the attachments (specimen letters of application and specimen CV, practical tips for open applications and job interviews, internship contracts, evaluation forms, addresses for potential internship posts, requirements for the internship plan and internship report, supervision by the Erasmus University coach) on **Blackboard (CH2020)**.
* You will also find all the relevant information on internships for students, Erasmus University coaches and organisation coaches. And you can download the study guide, internship form and attachments (specimen letters of application and specimen CV, practical tips for open applications and job interviews, internship contracts, evaluation forms, addresses for potential internship posts, requirements for the internship plan and internship report, supervision by the Erasmus University coach) from this website. **Please pass this on to the organisation coach at the relevant organisation.**

Use this link to access the website:

<http://www.eshcc.eur.nl/stage_ges/bachelorstage/>

* Vacancies for internships are posted on the **Facebook page**, and you can post messages for other students there too. “Like” this page to keep yourself updated on all current vacancies and post any questions you want to ask the coordinator.

Click on this link to access the Facebook page: <https://www.facebook.com/pages/Stage-aanbod-geschiedenis-ESHCC/412992012219846>

* If you want to start an internship, you **must** fill in the internship form **before 15 January 2017**. You can access this form by clicking on the following link:

<http://www.eshcc.eur.nl/stage_ges/bachelorstage/studenten/stageformulier/>

* In addition, you **must** send the **draft of your internship plan** (see the internship plan in the attachment on Blackboard and the website) to the internship coordinator **before 15 January 2017**. The coordinator will then appoint an Erasmus University coach and you can discuss your plan with this coach. Your internship can only start after the Erasmus University coach and the organisation coach have approved your final internship plan.
* Next, the Erasmus University coach (ESHCC), the organisation coach and you yourself all have to sign the **internship contract before the start of the internship**. You will find a specimen contract on Blackboard and the website.

If you have any problems or if there is anything that is not clear to you, please make an appointment with the internship coordinator at the following e-mail address: [gesstages@eshcc.eur.nl](mailto:gesstages@eshcc.eur.nl).

**Consultation hours are between 10:00 and 12:00 on Mondays**

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**Website:** <http://www.eshcc.eur.nl/stage_ges/bachelorstage/>

**Blackboard:** CH2020 History Internship

1. Step-by-Step plan

Please note: the internship coordinator first has to approve your draft internship plan before you can start your internship!

|  |  |  |
| --- | --- | --- |
| **Preparation** | 1 | Meeting to prepare for an internship |
|  | 2 | The student finds an internship post  [see Blackboard and the website for specimen letters, tips when applying for jobs, etc.] |
| 3 | The student compiles a draft internship plan together with the organisation coach  [see Blackboard and the website for the requirements for your internship plan] |
| 4 | The student must send the draft internship plan to the internship coordinator for approval and fill in the internship form  **Deadline: 15 January 2017** |
| 5 | The internship coordinator will appoint an Erasmus University coach |
| 6 | The student and the Erasmus University coach draw up the final internship plan together |
| 7 | The student, the organisation coach and the Erasmus University coach all sign the internship plan and the internship contract  [see Blackboard and the website for a specimen internship contract] |
| No draft internship plans will be handled after **1 May 2017**, and no Erasmus University coaches will be appointed to supervise students’ internships after this date either. | | |
| **During the internship** | 8 | The student and the organisation coach compile an interim evaluation and fill in the interim evaluation form  [see Blackboard and the website for the interim evaluation form] |
| 9 | The student and the Erasmus University coach keep in touch;  the Erasmus University coach is in contact with the organisation coach and visits the internship location |
| 10 | The student and the organisation coach compile a final evaluation and fill in the final evaluation form  [see Blackboard and the website for the final evaluation form] |
| 11 | The student compiles a draft internship report for the organisation coach  [see Blackboard and the website for the requirements for your internship report] |
| **Completion of the internship** | 12 | The student and the Erasmus University coach discuss the draft internship report and the final evaluation signed by the organisation coach  [see Blackboard and the website for the requirements for your internship report and your final interview with the Erasmus University coach] |
| 13 | The Erasmus University coach approves the final internship report and issues an examination certificate (satisfactory or unsatisfactory).  **Deadline: end of July 2017**  **Please note: you must make sure that all documents have been approved and your examination certificate has been handed in before 31 July 2017 before applying for your Bachelor diploma.** |
| 14 | The student sends a copy of the internship plan, the internship contract, the final evaluation and the final report **to the internship coordinator as attachments in an e-mail**. |

1. Internship and study programme

Doing an internship is a compulsory component of the History programme. We will be explaining in section 3 why the History Programme has included an internship in this programme. It is important that your internship fits in well with your own interests, ambitions, experiences and talents and that the internship post fulfils certain requirements (see point 4). Since certain courses may be extremely relevant for some internships and these courses are only offered during certain academic terms, you will need to draw up an accurate study schedule. Some internships require a longer or specific internship period. In addition, you might have to send several applications before you find an internship post that suits you, and this can take up a lot of your time. So make sure you start looking for an internship post in good time!

1. Why is an internship important?

Doing an internship is compulsory because the History Programme considers it important for you to familiarise yourself during the final year of the bachelor programme with the career opportunities open to you after you complete your studies, and to come into contact with the labour market for this purpose. An internship provides you with the opportunity to gain practical experience, to get to know an organisation, to find out how suitable you are for a certain position, and to familiarise yourself with certain sectors such as journalism, the civil service or the business community. An internship means you can get acquainted with a potential workplace: do you want to do this kind of work after you graduate or not? During your internship, you can meet new people and lay the foundations for a network that will probably be very useful to you after your studies. Your internship may sometimes result in the relevant organisation offering you a job there.

In addition, an internship gives you the chance to put the knowledge and academic skills you have gained during your studies into practice. You generally acquire new knowledge and learn new skills during your internship too. And you will see that there is a big gap between your studies and professional practice in respect of some of your duties, while others fit in more with your study programme. After your internship in the BA programme, you may decide to start work straight away. But you can also decide to do a master programme if you want.

**Exemption from the compulsory internship**

The Course and Examination Regulations (OER) provide students with the option to be exempted from an internship under certain conditions. See the ESHCC’s Course and Examination Regulations for more details. To this end, you need to submit a request (giving your reasons) to the ESHCC Examining Board. In this request, you must specify the reasons why you would prefer an alternative to an internship in view of your future career. You must also state what this alternative is, and whether it is possible in view of your schedule and your other obligations. You should consult the study advisor about this beforehand.

1. Requirements for an internship

An internship post has to fulfil a number of general conditions. These conditions have been set in order to guarantee an internship at academic level.

Internships have a value of **15 ECTs or 420 hours**, and are in principle scheduled for term 4 in the third year of the bachelor programme. This may be deviated from in consultation, since you can do a **part-time** internship instead of a **full-time** one. A full-time internship is approximately equivalent to 10.5 weeks comprising 40 working hours or 5 days a week. A part-time internship is approximately equivalent to 13 weeks comprising 32 working hours or 4 days a week, or 17.5 weeks comprising 24 working hours or 3 days a week. We advise you to do your internship on a full-time basis, since this will have less impact on your studies. Definitive agreements on the duration of your internship and the number of hours a week you will be working will be made with the organisation offering the internship post. And of course you must take your own study schedule into consideration in this respect.

Requirements for an internship post

* A professional organisation such as the civil service or business sector, non-profit and non-governmental organisations (NGOs), or foundations and associations. These do not include very small organisations such as self-employed persons or voluntary organisations. You must be able to get to know the organisation, and you also have to know what your own role will be at this organisation. These organisations may be Dutch or international ones.
* Expert supervision must be available in the shape of an organisation coach employed at the organisation offering the internship post. This is the person you can go to if you have any questions or problems.
* Your own work station at the organisation.

Requirements for the internship itself

* Work at academic level.
* A clearly-worded assignment for the duration of the internship which is useful to the company/organisation and in which the student is able to put the skills and/or knowledge gained during the History programme into practice.
* You must carry out a large part of this assignment or tasks by yourself, with the help of the organisation coach.

1. Learning objectives of the internship

* Students will be applying the knowledge and skills they have acquired during the History bachelor programme in the work field, and will be acquiring new skills and/or knowledge.
* Students will draw up and carry out an internship assignment that results in a clearly-worded internship product.
* During their internship, students will adopt the same working rhythm as the other employees at the company/organisation. Examples include a clear timetable and communicating with their colleagues at the workplace.
* An internship will enable students to familiarise themselves with the labour market with an eye to the future.

1. Internship procedure

**8.a. Preparation**

Students themselves must find an internship post and an internship supervisor. You can find instructions and suggestions for this in this internship guide, on the faculty website and on Blackboard CH2020 History Internship (see attachment 10). Examples of internships will be discussed during the preparatory meeting on internships at the end of October 2016 as well.

After students have found an internship post, they must draw up a draft internship plan (see attachment 5). They must then hand this draft plan in to the internship coordinator by 15 January 2017 at the latest. The internship coordinator will then find an Erasmus University coach to supervise the relevant student on the faculty’s behalf. In addition, students must fill in the online internship form and hand it in to the internship coordinator by 15 January 2017. You can access this form by clicking on the following link:

<http://www.eshcc.eur.nl/stage_ges/bachelorstage/studenten/stageformulier/>

The Erasmus University coach must approve the final internship plan, after which the plan must be signed in triplicate by the organisation coach, the Erasmus University coach (ESHCC) and the student. Next, an internship contract must be signed in triplicate by the organisation coach, the Erasmus University coach (ESHCC) and the student.

*Finding an internship post*

Finding an internship post takes a great deal of time. So make sure you start looking at least 6 months beforehand, and even longer if you want to do an internship abroad. You can apply for internships a long time beforehand at many organisations, but there are others that only work on a short-term basis in this respect. You should first have a good think about what field of work you would like to do an internship in, as this will enable you to be more specific when looking for a post. In particular, think about what kind of working experience you want, and why you want to work in a *certain field*. Make a list of skills and/or types of knowledge which you have gained during your History programme and which you would like to put into practice during your internship.

You could ask yourself the following questions as well:

**Knowledge and skills:** ‘*What kind of skills do I have?*’, ‘*What kind of knowledge do I have?*’ ‘*What kind of knowledge and/or skills do I want to develop or improve?*’

**Motivation:** ‘*What do I want?*’, ‘*What do I find interesting?*’, ‘*Why do I want to apply for a post here?*’

**Qualities and characteristics:** ‘*What am I good at?*’, ‘*What are my good and bad points?*’

After this, you will have to find out which organisations suit you best and where you would like to apply for an internship post. You can often see if there are any vacancies for internships on the organisations’ websites. If you cannot find anything on the ESHCC Facebook page or on other websites, you will have to keep on looking through other channels.

* Tip: if you go to the website, you will find a list of organisations where ESHCC students did internships in the past. This might be a source of inspiration to you.
* Internships result from job vacancies or open applications. Although a lot of organisations would like to take a student on for an internship, they do not actually get around to posting the vacancy. And many of the vacancies on these organisations’ websites are out of date too. So if you want to do an internship at a certain organisation, you should first have a look to see if there are still any vacancies there. If not, you can still send them an open application.
* Internships at ministries or embassies are difficult to include in the schedule for your bachelor curriculum because you often have to do an internship for 6 months at these institutions.

You will find a specimen letter of application and further instructions on Blackboard.

*Applying for an internship post*  
Once you have an internship post in mind, you can start the application procedure. You can send a letter of application, but maybe it would be a good idea to contact the relevant organisation first. If you do this, you can make an appointment for a preliminary interview right away. You can send an open application to organisations even if they do not have any vacancies (see attachment 3 on CH2020 Blackboard and the website).

There are a lot of books that can give you tips on applying for an internship post. You should ask a friend, a member of your family or one of your fellow students to read through your letter of application and your CV in order to check there are no spelling mistakes or typing errors. A good letter of application is essential if you want to be invited for an interview. You should adapt your CV to every application you send, since the courses, experience and skills required are different for each post. Never include any false information on your CV. Employers can google it or check it through social media such as Facebook. Some organisations promise to find an internship post for you, but you should not rely on these. Always make sure you are well prepared for each interview (see attachment 4 on CH2020 Blackboard and the website).

* Tip: it is up to you to take the initiative. Do not wait too long for a response to your letter of application. Contact the organisation personally.
* If you want to complete your bachelor programme before 31 July 2017, please note that no draft internship plans will be handled after 1 May 2017. In that case you would have to re-enrol for the programme.

*Approval of internship plan and internship contract*

Once you have found an internship post, you must draw up a draft internship plan together with the organisation coach. You must then send this draft internship plan (see attachment 5 on CH2020 Blackboard and the website) to the internship coordinator, who will approve your plan and then appoint an Erasmus University coach. You must also fill in the online form and send it to the internship coordinator:

<http://www.eshcc.eur.nl/stage_ges/bachelorstage/studenten/stageformulier/>

The Erasmus University coach is responsible for supervising the content of the internship on behalf of the History programme. The Erasmus University coach will read your draft internship plan and comment on it, which will enable you to compile your final internship plan. The final internship plan must be signed by the organisation coach, the Erasmus University coach and yourself before you start your internship.

You should provide for the financial and legal aspects of your internship in the internship contract. Ask your organisation coach if the organisation offering the internship post has its own internship contract (either standard or otherwise). Do not forget to read the small print in the contract! If the organisation has no standard contract, you should use the faculty’s internship contract (see attachment 6 on CH2020 Blackboard and the website). Make sure you have three signed copies of it.

*Internship fee and insurance*

Once you have found a good internship post, the internship fee usually comes up for discussion. An internship fee is a token of appreciation for your efforts, and helps cover the expenses you incur as a result of your internship. You should realise that an internship fee is not the same as a salary, but try and persuade them to give you a fee that covers your expenses at the very least.

There is no national regulation for university students’ internship fees. The central government has laid down a standard net fee of about € 250 a month for a full-time working week. But organisations in the non-profit sector such as foundations, associations and NGOs are not always able to pay an internship fee because they have to make do with an extremely limited budget. Some non-profit organisations do refund certain expenses such as travel expenses or public transport, which amounts to about € 50 a month.

You must ensure that you take out third-party insurance as stated in the internship contract (see attachment 6 on CH2020 Blackboard and the website). This third-party insurance covers the financial risks of statutory liability. If you accidentally break a computer, a window or a camera (for example) during your internship, this damage may be covered under the insurance. You should always ask the company or organisation where you will be doing your internship if they have a business liability insurance and whether trainees are covered by this too. If you have no third-party insurance, you are legally obliged to take out this insurance before starting your internship.

**8.b. Doing an internship**

During your internship, you will be doing the work you have specified in your internship plan. You will be discussing how your internship is progressing with your organisation coach at regular intervals, and you must make an interim evaluation together with this coach half-way through the internship. Ask your organisation coach to fill in the interim evaluation form (see attachment 7 on CH2020 Blackboard and the website) and send a copy to the Erasmus University coach. The Erasmus University coach will monitor your internship at a distance, pay a visit once, discuss your internship report with you and draw up an examination certificate after you have successfully completed your internship. If you have any problems during your internship, you should contact the Erasmus University coach.

*Supervision during your internship*

An internship is a part of your study programme where the focus is on learning. This means that supervision during your internship must be properly regulated. Two people will be monitoring you during your internship. These are the organisation coach (on behalf of the organisation offering the internship) and the Erasmus University coach (on behalf of the faculty), who is one of the lecturers in the History programme.

*The organisation coach*

You will mainly be in contact with the organisation coach with respect to everyday affairs during your internship. This coach will show you the ropes at the organisation, provide you with the necessary facilities and supervise the content of your duties. You should make agreements with your organisation coach on the frequency of the supervision before you start your internship, and you must record the agreements you make in your internship plan. You will be using your internship plan as a basis for regular discussions on the progress of your internship with your organisation coach. These discussions may be held once a day, or once a week or once a fortnight. We have found from experience that it is important for the relevant organisations to provide students with satisfactory induction training during the first few weeks. It is also a good idea to agree on a fixed day and time for discussions during these first weeks. These discussions should ideally be held at least once a week.

You must discuss an interim evaluation with your organisation coach about half-way through your internship, in accordance with the layout of the interim evaluation form that the organisation coach has to fill in (see attachment 7 on CH2020 Blackboard and the website). This evaluation provides you with a good reason for inviting the Erasmus University coach to visit you during your internship. These coaches may not always have the time or opportunity to do this, but in most cases they do try and visit students doing an internship.

You must complete your internship report within two weeks of finishing your internship. Together with your organisation coach, you must then fill in the final evaluation (see attachment 8 on CH2020 Blackboard and the website). Your internship report and the final evaluation together form the basis for the Erasmus University coach’s final assessment.

*The Erasmus University coach*

The Erasmus University coach keeps track of your progress during your internship. For more information on this supervision, please see attachment 11 on Blackboard and the website. The Erasmus University coach’s supervision will in any event include the following:

* Commenting on your draft internship plan;
* Signing the internship plan and the internship contract;
* Staying in touch with the organisation coach to discuss your performance and how your internship is progressing. This contact will generally take place by phone or by e-mail. The Erasmus University coach will also visit the workplace for talks with you and your organisation coach. A good time for this visit would be just after the interim evaluation with your organisation coach;
* Staying in touch with you to discuss how your internship is progressing. You yourself should initiate this contact by sending the Erasmus University coach an e-mail at least once a month with a brief evaluation of the preceding period. You can also make an appointment with the Erasmus University coach to discuss your progress if you feel this is necessary or that you would like to do it;
* Discussing and assessing your internship report during a final interview. The Erasmus University coach can find a list of relevant points concerning supervision and the requirements your internship report has to fulfil on Blackboard and the website (see attachment 11).
* And finally, filling in an examination certificate for the internship.

*Keeping a log book*

You must keep a log book during your internship. This will help you to think about your learning process during the internship and to incorporate this into your final report. For instance, your log book could contain entries on (1) the work you do and how your internship is progressing, (2) the activities you have undertaken, (3) how you have developed your knowledge and skills during your internship, (4) the links between the internship and the History programme, (5) the learning objectives you have attained or possibly not yet attained, (6) your present or past expectations and whether or not these were fulfilled, (7) your own views on your performance or your supervision, and (8) in particular, your own personal experiences in relation to certain aspects of your internship. You should definitely give descriptions of specific examples relating to your internship assignment and your own performance. This will make it easy for you to think about how your competencies and your approach to your work have improved.

**8.c. Completing an internship**

At the end of your internship, you must carry out a final evaluation together with your organisation coach. To do this, ask your organisation coach to fill in the final evaluation form and sign it. Discuss your draft internship report with the organisation coach. After including the comments in your draft internship report, you must now compile the final version of your internship report (see attachment 9 on CH2020 Blackboard and the website). During the final interview with the Erasmus University coach, you should evaluate your internship on the basis of your internship report and the final evaluation form filled in by your organisation coach. The Erasmus University coach will evaluate the report and the internship (see attachment 11 for the requirements your internship report has to fulfil). If you have fulfilled all these requirements, the Erasmus University coach will complete the examination certificate.

Next, you must send a copy of the final version of your internship plan and internship report in electronic form - including your organisation coach’s final evaluation and the internship contract - to the internship coordinator by e-mail. These internship reports are used during educational visitations of the History Programme and they also serve as a source of information for future trainees. If you do not want your report to be used for future trainees, you must state this on the title page of your report.

*Internship report*

The purpose of your internship report is to give an account of your internship to the faculty and the organisation at which you did the internship. Your report must give the Erasmus University coach sufficient insight into the progress you made during your internship, the completion of your internship assignment and the attainment of your learning objectives. It must also reflect your performance at the organisation where you did your internship. You should compile a critical report of your internship period that clearly shows the relationship between your study programme and your internship.

The layout of your internship report must be in accordance with the specimen included as an attachment to this internship guide (see attachment 9 on Blackboard and the website). Your internship report must cover about 10 pages of A4 (not including the compulsory attachments). All the components specified in attachment 9 must be dealt with in your final report. Of course, you can always add extra components if you like. If you do NOT give permission for future students to view your internship report, you must clearly state this on the front page of your report.

* Compulsory attachments to your internship report:
* The final evaluation signed by your organisation coach;
* The approved internship plan;
* The internship assignment;
* The internship contract.

You must hand in your draft internship report to your organisation coach no later than two weeks after you have completed your internship. You must incorporate the comments into your report and then compile a final version of it. It goes without saying that your final internship report must look neat and tidy and must be grammatically correct. You must hand in a copy of your final internship report to your organisation coach and also send a copy of this report to the internship coordinator by e-mail.

Your internship report, the final evaluation filled in and signed by the organisation coach, and the final interview with the Erasmus University coach together comprise the completion of your internship. After you have successfully completed your internship, the Erasmus University coach will fill in an examination certificate for the awarding of the relevant credits. No marks are given for internships; they are only given the qualification ‘satisfactory’.

* When applying for their BA diploma, all students must fill in the BA curriculum evaluation containing a number of questions on the History Internship component.

1. Doing an internship abroad

Doing an internship abroad is an attractive prospect because you can combine the acquiring of practical experience with living and working in a new country with a different culture.

In principle, approving, supervising and completing an internship abroad is done in the same way as for an internship in the Netherlands. It is extremely important to draw up your internship plan most carefully and make precise agreements on the way in which supervision is carried out. This will depend on the available means of communication, but it is generally done by e-mail. You should compile your internship plan and internship report in Dutch or English.

With respect to an internship abroad, it is almost always essential that you speak, read and write the official language in the host country fluently, and that you feel at home in this country’s culture. An internship abroad requires thorough preparation, and it will take more time for you to make these preparations. If you consider doing an internship abroad, have a look at the following websites: [www.wilweg.nl](http://www.wilweg.nl), [www.aisec.com](http://www.aisec.com) and [www.nuffic.nl](http://www.nuffic.nl) for funding.

Once you have found a post for doing an internship abroad, there are a great many practical matters you have to arrange. The most common examples are (1) a visa for countries outside the EU, (2) housing and possibly renting out your accommodation in the Netherlands, (3) putting your financial affairs in order, (4) making sure you are properly insured, and (5) taking out supplementary insurance if necessary. To see if you are eligible for a student grant or similar subsidy, go to [www.beursopener.nl](http://www.beursopener.nl). If you fulfil all the conditions set by the faculty, you can also apply for a grant from the Internationalisation Promotion Fund through the university.

* ESHCC website: <http://www.eshcc.eur.nl/english/outgoingexchange/>

We strongly advise you to examine the situation in the country where you intend to do your internship at an early stage in the proceedings. If you go to the Ministry of Foreign Affairs website (www.minbuza.nl), you can see whether the Ministry has issued a travel warning for this country or whether there is any other situation there which you should take into consideration.

1. Addresses

*General*

Blackboard: CH2020 History Internship (do not forget to enrol on Osiris first!)

ESHCC website: <http://www.eshcc.eur.nl/stage_ges/bachelorstage/>

Facebook:

<https://www.facebook.com/pages/Stage-aanbod-geschiedenis-ESHCC/412992012219846>

*History Internship Coordinator*

You can only make agreements on your internship on Mondays.

Laurie Slegtenhorst MA

Erasmus School of History, Culture and Communication

Room M6-32

Tel.: +31-(0)10-408 88 95

E-mail: gesstages@eshcc.eur.nl

E-mail: slegtenhorst@eshcc.eur.nl

*History Study Advisor*

Ms B.A. Thiels , Room M7-42, tel.: +31-(0)10-408 25 12

E-mail: [studentadvisor.hs@eshcc.eur.nl](javascript:linkTo_UnCryptMailto('pdlowr-vwxghqwdgylvru1kvChvkff1hxu1qo');)remove-this.

Telephone consultation hours are on Mondays between 10:00 and 11:00  
Walk-in consulting hours are on Thursdays between 12:30 and 13:30

Appointments may be made on Mondays and Tuesday afternoons  
You can make an appointment through the Education Office, tel.: +31-(0)10-4082482.

*Internationalisation Coordinator:*

Ms Sabai Doodkorte MA, Room M7-43, tel.: +31-(0)10-408 28 74, e-mail: [exchange.hc@eshcc.eur.nl](javascript:linkTo_UnCryptMailto('pdlowr-hafkdqjh1kfChvkff1hxu1qo');)

Walk-in consulting hours are on Thursdays between 13:00 and 14:00, otherwise by appointment.

You can make an appointment through the Education Office, tel.: +31-(0)10-4082482.

See also <http://www.eshcc.eur.nl/english/outgoingexchange/>

*Funds for internships and studying abroad:*

You can find information on this on the Erasmus University Rotterdam website:

[www.eur.nl/studerenbuitenland/mogelijkheden/internship](http://www.eur.nl/studerenbuitenland/mogelijkheden/internship)

1. Internships offered on the Internet

*General information:*

<http://stage.startpagina.nl/> (home page for general information on internships).

[www.megajobs.nl](http://www.megajobs.nl) (collective page for vacancies and internship vacancies).

[www.stagehulp.nl](http://www.stagehulp.nl) (page with a list of available internships).

[www.integrand.nl](http://www.integrand.nl) (list of academic internships).

[www.stage-in-nederland.nl](http://www.stage-in-nederland.nl) (list of internship intermediaries, organisations offering internships, etc).

*Mediastages*

This company acts as intermediary for all internships in the media sector in Hilversum and environs. So if you would like to do an internship in this sector, you should enrol at:

[www.mediastages.nl](http://www.mediastages.nl)

*Government*

[www.werkenbijdeoverheid.nl](http://www.werkenbijdeoverheid.nl) (jobs at government bodies, including a number of internships)

[www.werkenbijhetrijk.nl/stage](http://www.werkenbijhetrijk.nl/stage) (internships offered by the central government)

[www.minbuza.nl](http://www.minbuza.nl) (the Ministry of Foreign Affairs has a separate department for internships)

[www.gemeentebanen.nl](http://www.gemeentebanen.nl) (vacancies at all municipalities in the Netherlands)

[www.rotterdam.nl](http://www.rotterdam.nl) (vacancies at the Municipality of Rotterdam) You can also submit an internship application on this website. For other municipalities, have a look at the relevant website for each municipality.

*Internships abroad*

[www.nuffic.nl](http://www.nuffic.nl) (information on internships and studying abroad).

[www.wilweg.nl](http://www.wilweg.nl) (information on internships and studying abroad).

[www.fulbright.nl](http://www.fulbright.nl) (information on studying and internships in the United States).

[www.councilexchanges.org/jobsusa](http://www.councilexchanges.org/jobsusa) (information on working and internships in the United States).

[www.aiesec.com](http://www.aiesec.com) (information on vacancies for working experience all over the world).

[www.minbuza.nl](http://www.minbuza.nl) (for current travel warnings on your country of destination).

<http://www.oneworld.nl/Vacaturebank/Stages/>

<http://www.goabroad.com/intern-abroad/search/united-states/internships-abroad-1>

<http://www.usa-internships.com/cms/>

<http://www.usaintern.com/>

1. Attachments on Blackboard CH2020 and the website

Attachment 1 Letter of application (Dutch)

Attachment 2 CV (Dutch)

Attachment 3 Open application (Dutch)

Attachment 4 Internship/job interview (Dutch)

Attachment 5.1 Internship plan (Dutch)

Attachment 5.2 Internship plan (English)

Attachment 6.1 Internship contract MS Doc (Dutch)

Attachment 6.2 Internship contract PDF (Dutch)

Attachment 6.3 Internship contract (English)

Attachment 7.1 Final evaluation MS Doc (Dutch)

Attachment 7.2 Final evaluation PDF (Dutch)

Attachment 7.3 Final evaluation MS Doc (English)

Attachment 8.1 Internship report (Dutch)

Attachment 8.2 Internship report (English)

Attachment 9 List of previous internships (Dutch)