BACHELOR INTERNSHIP MANUAL

BUSINESS ADMINISTRATION

INTERNATIONAL BUSINESS ADMINISTRATION

APPLICABLE AS FROM APRIL 2017
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Introduction

As a Bachelor student at the Rotterdam School of Management, Erasmus University you have the opportunity to conduct an internship to meet 15 ECTS of your required elective credits. The internship should include the research of a practical problem that is carried out at an organisation in the Netherlands or abroad. Within this research, you should apply the theoretical knowledge that you have gained so far, with the emphasis on the practical component of the research.

An internship can offer you the chance to experience the real business life, to put theories you have learned into practice, and to develop relevant business skills. It will also help you to choose your master and future career.

The main characteristics of the Bachelor Internship are that it:
- is (almost) a full-time activity, lasting at least 10 weeks fulltime, the equivalent of 420 working hours;
- will be awarded 15 ECTS;
- needs to be supervised by a company coach and an academic staff member of RSM;
- will be graded and will count towards your GPA;
- combines academic theory with practice;
- needs to be registered with Career Centre;
- will in most cases be based on a contract between the student and the company (for non-EEA students, doing an internship in the Netherlands, the standard Nuffic contract is compulsory; The standard Nuffic contract can be found here);
- will culminate in a written report of approximately 25 pages, for limited circulation;
- will be evaluated and graded on the basis of a transparent system.

You are free to choose any company you like, but it is advisable to look for at least medium-sized companies. You are not allowed to do a for-credit internship at your own company.

This manual contains more information on the requirements for an internship, the procedure for finding and receiving approval for an internship, and how to write your internship report.

Please note that you can also choose to do an internship not for credit (ECTS). In that case you can choose both company and internship format according to your own preferences. There are no rules and guidelines from the school with regard to approach, supervision, length, place, reporting. The only requirement is that you fill out the form ‘Internship registration form’ that can be downloaded from the Career Centre website and that you hand in this form to Career Centre (E-building, room E1-15) or by email careercentre@rsm.nl.
Learning goals for the Bachelor Internship

One of the qualifications for the BSc programmes of RSM is the demonstration of practical understanding of the use of established techniques and insights of research to both interpret knowledge within the field of business administration and exploit skills to deal with practical business problems. The Bachelor Internship contributes to this qualification as part of the professional and educational development of a student. The internship is set up as a small project. After completing a Bachelor Internship, students should be able to:

1) Set up and manage a small (one-person) project to research or solve a practical business problem by using established techniques and insights of research.

2) Do a practical research project that consist of:
   - a research question;
   - a problem definition, diagnosis, design/advice, implementation;
   - the methodological point of view (a plan of action to solve you research question, the main models and theory to use, collection of data at the company);
   - a conclusion and recommendations for the project and the company. Adequacy of specification and positioning is measured on the match between the project’s goals and the techniques and insights used from research. The project’s goals are set by the student in line with the expectations of both the involved company and RSM.

3) Write a well-structured, well-argued report on the research project and its findings, and your own recommendations.

4) Reflect on personal contribution to the project and personal development during the project.

Requirements for the Bachelor Internship

The requirements for the Bachelor Internship are as follows:
- The time period of the internship should be at least 10 weeks fulltime (420 hrs);
- the internship needs to be approved by an academic coach. The coach has to give his/her approval for the internship proposal prior to the start of the internship, and also has to review and grade the internship report once the internship is finished;
- the internship needs to be registered with Career Centre prior to the start of the internship;
- you can only start an internship if you have successfully passed the first year of the programme;
- IBA-students are required to do an international internship (see page 6 for more information);
- Students may not use their own company / start-up for their internship.
Procedure

Once you have decided that you would like to do an internship, it is important to follow the steps described below in order to have your internship validated. Each step in the procedure will be described further in detail in this document.

1. how to find an internship
2. what to look for in a company coach
3. how to write your internship proposal
4. how to find an academic coach
5. how to register your internship at Career Centre
6. how to write your internship report
7. how to hand in your internship report
8. how your company coach should evaluate you
9. how your grade will be determined

1. How to find an internship

Students are responsible for finding an internship themselves. There is a lot of freedom given in terms of the kind of company which can be chosen for an internship as well as location and students are advised to start their search relatively early (ideally during the first or second trimester of their 2nd bachelor year). Although it is ultimately the student’s responsibility to find a suitable internship, RSM can aid you in the search with the help of the Career Centre office. Career Centre publishes offers for internships in the Netherlands and abroad on their job board, found on the following site: https://www.rsm.nl/career-centre/job-board/. Career Centre can also offer tips and advice about how to write your application letter and curriculum vitae and advise you on how to approach certain companies. They also offer interesting workshops that can be of use. For more information:

Career Centre: E-building, room E1-15
Website: www.rsm.nl/career-centre
email: careercentre@rsm.nl
SIN-Online channel: RSM Career Centre

It is extremely important that you research the company thoroughly before applying for a position. You can find information about many organizations on the internet. There is also a variety of information about companies available at the University Library, and at the BIC on T4.

IBA students are required to do an international internship. As a rule, the internship will be conducted abroad (which can be the Netherlands for non-Dutch students), although the internship can also be done with an internationally operating firm, based in the Netherlands. Conversely, international students in the IBA programme are allowed to do the internship in their home country.

BA students are not required to take an international approach, but we encourage them to do so.
Tip: Even if the internship description doesn't match 100% with the 10 week period requirement or you can start sooner than the start date mentioned, please contact the company before continuing your search. Most companies are willing to discuss start dates, duration, and even the general assignment / tasks required.

2. What to look for in a company coach

Make sure to find a coach within the company who can offer you the required amount of help and guidance during your internship. Make sure that he/she has influence in the company and knows his/her way around. Can you regularly consult the coach or someone else and is he/she open to your questions? Ideally, your internship coach will have a direct interest in the success of your assignment. Make clear arrangements with your coach and confirm them in writing, for example in a letter to the university and the company coach. Discuss the research project with your company coach as well as the amount of time available for the project next to other tasks and what to write in the proposal.

In the end, your company coach will need to fill out an evaluation form on your performance during your internship that will be taken into account for the final grading of your internship report.

3. How to write your internship proposal

In order to be assigned an academic coach you need to submit an internship proposal (approximately 2 pages) to the internship coordinator for the department under which your internship falls. Please do not send you proposal to multiple internship coordinators. All mandatory fields on the form should be filled in, and the description of the research problem should include the following elements:

- Motivation why internship is related to the academic department you have indicated and not to other departments
- Research problem that you will research or solve. In general a research question starts with How, To what extent, Why, or What.
- General goal of the project
- Problem definition
- Practical relevance of the project
- Theoretical models or theory that will be used to examine the problem

IBA students need to include a paragraph in their internship proposal describing the international aspects of the internship. These can refer to:
- the location (the Netherlands or abroad)
- the span of activities (serving of international markets, overseas branches etc.)
- the composition of the labour force
- the working language.

BA students can write the proposal and report in Dutch, though doing it in English will make it easier to link you to an academic coach and offer practice for your master at RSM.

You can check previously approved proposals at the office of Career Centre: E1-15

The official format for this proposal is included in this manual as appendix 2. The academic coach should approve the proposal before you start your internship.
4. **How to find an academic coach**

The Bachelor internship needs to be approved by an academic coach. This has to be a member of the RSM’s academic staff. Each academic department at RSM has a coordinator for the Bachelor internship. In order to find a coach, you must first contact the coordinator of the department that covers the subject of your internship. Please only contact one coordinator with your request after deciding which department best matches the content of your internship (in other words, do not contact multiple coordinators/departments with the same request). The coordinator will refer you to a lecturer that can be your academic coach. Do not directly contact an envisaged academic coach. However, you are free to propose one when contacting the coordinator. The coordinators per department are:

<table>
<thead>
<tr>
<th>Academic department</th>
<th>Coordinator</th>
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</thead>
<tbody>
<tr>
<td>Technology and Operations Management (BIM related internships) (Dpt. 1)</td>
<td>Dr. Joo Hee Oh</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bachelor.thesis.bim@rsm.nl">bachelor.thesis.bim@rsm.nl</a></td>
</tr>
<tr>
<td></td>
<td>T09-35</td>
</tr>
<tr>
<td>Technology and Operations Management (Innovation related internships) (Dpt. 1)</td>
<td>Sandra Langeveld MSc.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:slangeveld@rsm.nl">slangeveld@rsm.nl</a></td>
</tr>
<tr>
<td></td>
<td>T09-23</td>
</tr>
<tr>
<td>Technology and Operations Management (SCM related internships) (Dpt. 1)</td>
<td>Dr. E.A. van der Laan</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:elaan@rsm.nl">elaan@rsm.nl</a></td>
</tr>
<tr>
<td></td>
<td>T09-42</td>
</tr>
<tr>
<td>Organization &amp; Personnel Sciences (Dpt. 2)</td>
<td>Anne Nederveen Pieterse</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:anederveenpieterse@rsm.nl">anederveenpieterse@rsm.nl</a></td>
</tr>
<tr>
<td></td>
<td>T10-33</td>
</tr>
<tr>
<td>Marketing Management (Dpt. 3)</td>
<td>Esther Eijlers</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:eijlers@rsm.nl">eijlers@rsm.nl</a></td>
</tr>
<tr>
<td></td>
<td>T10-07</td>
</tr>
<tr>
<td>Strategic Management &amp; Entrepreneurship (Dpt. 4)</td>
<td>Alina Andrei MSc.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:andrei@rsm.nl">andrei@rsm.nl</a></td>
</tr>
<tr>
<td></td>
<td>T7-33</td>
</tr>
<tr>
<td>Finance (Dpt. 5)</td>
<td>Dr. B. Tims</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:thesis.fi@rsm.nl">thesis.fi@rsm.nl</a></td>
</tr>
<tr>
<td></td>
<td>T8-49</td>
</tr>
<tr>
<td>Accounting &amp; Control (Dpt. 7)</td>
<td>Stephan Kramer</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:skramer@rsm.nl">skramer@rsm.nl</a></td>
</tr>
<tr>
<td></td>
<td>T8-15</td>
</tr>
<tr>
<td>Business-Society Management (Dpt. 8)</td>
<td>Stephanie Maas MSc.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:s.a.maas@rsm.nl">s.a.maas@rsm.nl</a></td>
</tr>
<tr>
<td></td>
<td>T11-53</td>
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</table>

When you have been assigned an academic coach, you need to make an appointment with him/her. As a next step, your coach needs to agree with your internship proposal. Please remember that academic coaches may have limited availability in the summer months, which is another reason why it is advisable to start your search for a suitable internship early in your 2nd bachelor year.
5. **How to register your Internship with Career Centre**

It is important for RSM to keep track of its students while they are doing an internship. Therefore, you need to inform Career Centre at which company or organisation you are doing your internship. To register, you need to **hand in a copy of the (signed and approved) internship proposal** (included as appendix 2 in this manual), together with a print out of your grades in Osiris (known as a **study progress report**). Both documents must be handed in prior to the start of your internship.

**PLEASE NOTE:** Only internships that have been properly registered with Career Centre are eligible for grading.

These documents can either be handed in in person or via email. Your results will be checked, and if any of your first-year courses are incomplete your internship trajectory will have to be interrupted.

Career Centre: E-building, room E1-15  
Website: [www.rsm.nl/career-services](http://www.rsm.nl/career-services)  
email: [careercentre@rsm.nl](mailto:careercentre@rsm.nl)  
SIN-Online channel: RSM Career Centre

6. **How to write your internship report**

To conclude your internship, you should write a report of approximately 25 pages. BA students can write their report either in Dutch or in English. IBA students need to write their report in English – even if the internship is carried out within a company in which the business language is Dutch!

The report will need to cover at least three main components:

a. the work report  
b. the research report  
c. a self-reflection

Please note that when writing your report you must properly cite all sources used according to guidelines indicated by the EUR reference guide: [http://www.eur.nl/ub_informatievaardigheden/ul_instruction/verwijzen_en_citeren/](http://www.eur.nl/ub_informatievaardigheden/ul_instruction/verwijzen_en_citeren/)

This also includes citations from company websites, interviews/presentations and conversations with individuals from within the company, etc.

**a. The Work Report**

This component is mainly descriptive in nature and should at least contain the following elements:

- a description of the organisation, institution or company where you are doing the internship. It is also an outline of the working environment in which this organisation or business has to operate, e.g.:
  - description of the company and markets in which the company operates;
  - if appropriate: level of internationalisation (sales, markets, geographic dispersion, management);
  - the company’s strategy;
  - major challenges faced by the company regarding its industry and strategy;
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- a description of the department where you are doing your internship along with the tasks performed by this department. Also, a description of the organisational relationship between this department and the rest of the company, e.g.:
  - the structuring and control of organisational activities;
  - the role of headquarters vis-à-vis local units;
  - centralisation and decentralisation of decision making;
  - major challenges faced by the company regarding its organisation and management;
  - organisation culture (e.g., communication patterns, use of time and space);
  - leadership and management styles;
- a treatment of the products or services that the company or institution offers to the public, consumers or other business;

The work report should not exceed 6 pages

b. The Research Report
This part focuses on the research undertaken and the outcomes of the research:
- the research question
  - Including a problem definition
- your approach to solve/research this problem
  - plan of action (process you will follow)
  - how you will collect company data and other company information you will use
  - how you will use theory and models from your Bachelor programme
- Explanation of the theory and models from your Bachelor programme and showing links between theory and practice.
- Explanation of company data and information
- Analysis of data, information, theory and models
- Conclusion and recommendations for the organisation and industry
- Limitations of your research
  - Factors inside/outside the organisation that influenced your research or your recommendations

The research report should not exceed 20 pages, appendices excluded

c. The Self Reflection
You will be expected to examine your own work procedures critically and to discuss the how and why of your own conduct. You can do this by providing a description of your role within the department, and a critical reflection on your own suitability for this internship (skills needed at beginning of internship) and the connection between the Bachelor programme and the internship (relevant courses);

Some questions to address:
- what did you expect/want to learn from the internship?
- what did you learn?
- what was your biggest challenge?
- which knowledge and skills did you lack at the start of your internship assignment, and which study components proved to be the most useful?
- how did the internship contribute to your professional development?
- a strength/weakness analysis of your own performance. (what did you do well; what would you do differently if you had to do the project again);
- what are the implications for a first job? What would you do differently in your first job?
The self-reflection should not exceed 3 pages.

You can make use of the Company evaluation form (appendix 3) for inspiration!

It is recommended to start writing the report during the internship. After the termination of the internship you should try to finish the report as soon as possible.

7. How to hand in your Internship report

You will have the opportunity to hand in a draft version of the report four weeks prior to the end of the internship the latest. Your academic coach will provide you with feedback within four weeks so that you know if you are on the right track.

After finishing your internship, you need to hand in the following documents to your academic coach within four weeks after finishing your internship:
- Final version internship report
- Evaluation form filled in by the company coach

The coach will assess and grade your report, determine a final grade and send the grade to the Examination Administration within four weeks after receiving the report. After handing in the final report, you cannot make any changes anymore.

You should also mail a PDF of your report, together with a scan of the Company Evaluation Form to Career Centre (careercentre@rsm.nl). A hard copy of the Company Evaluation Form is also acceptable; it can be turned in to Career Centre (check the website www.rsm.nl/career-services for the exact location).

Only then will the Examination Administration register your grade in OSIRIS.

8. How your company coach will evaluate you

The company coach is the one who will judge how you have performed within the company. This judgment will partially be based on content—assessing whether or not the assignment you have conducted satisfies company standards, and if the outcome is relevant and applicable. For the other part it will be your company coach who will evaluate your ‘internal company behaviour’: how well did you fit into the organisation, how were your skills, to what extent have you developed?

To increase the value of your internship you are required to introspect on your company behaviour and your skills by writing a self-reflection.

With regard to the skills element, the following items could be discussed:
- punctuality and time management, priority setting, promptness
- social skills
- creativity
- independence; self-steering power
- self-initiative
- appearance and business etiquette
- reliability
- persistence
- result orientation
- empathy

You can find the Company Evaluation Form in appendix 3.

Both you and the company coach will need to sign the company evaluation.
9. How your grade will be determined

The final grade for your internship will be mainly determined by the internship report, which has to be graded by your academic coach. Your academic coach will also take into account:
- the quality of the internship proposal
- the outcome of the company evaluation

Please note that although the internship itself may be quite practical in character, the learning effect and the appreciation by the coach will increase if you succeed in showing links between theory and practice. If you are able to refer to ideas, models, and concepts learned in the study programme, and if you are able to recognize and describe situations in your internship company using your ‘study vocabulary’, the value of your internship will definitely increase.

Another point of attention is the way you ‘tackle’ the subject. Again: appreciation increases if you are able to make use of the methodology learned during studies, both with regard to the conceptual framework as with regard to the use of quantitative and qualitative research techniques such as those that have been taught in courses like Applied Business Methods / Statistische Methoden & Technieken.

Below you will find an overview of the various components and the respective requirements for the different qualifications (grades) for the internship report.
# Internship Assessment Diagram

<table>
<thead>
<tr>
<th>Internship proposal (15%)</th>
<th>Application of theory (30%)</th>
<th>Writing (40%)</th>
<th>Relevance (15%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent</strong> (10)</td>
<td>Innovative and promising subject; clear problem definition; ambitious plan of action</td>
<td>Excellent application of quantitative and qualitative methods; very strong match between content of several Bachelor courses and the assignment; very strong theoretical framework.</td>
<td>Brilliant report, excellent reasoning, a pleasure to read, short but comprising text, well-structured. Very advanced level of grammar, spelling, vocabulary and style</td>
</tr>
<tr>
<td><strong>Very good</strong> (9)</td>
<td>Interesting subject; clear problem definition; very high learning effect for the student</td>
<td>Advanced use of one or more Q&amp;Q methods; strong match between Bachelor programme and assignment; strong theoretical framework.</td>
<td>Very well-structured report; advanced level of grammar, spelling, vocabulary and style; very good reasoning</td>
</tr>
<tr>
<td><strong>Good</strong> (8)</td>
<td>Subject related to academic department; clear problem definition; high learning effect for the student.</td>
<td>Good use of one or more Q&amp;Q methods; good match between Bachelor programme and assignment; clearly visible application of theory</td>
<td>Well-structured report, good level of grammar, spelling, vocabulary and style; good reasoning</td>
</tr>
<tr>
<td><strong>Sufficient</strong> (7)</td>
<td>Subject related to academic department; problem definition not completely clear; small learning opportunities for student</td>
<td>Good use of one Q&amp;Q method; visible match between Bachelor programme and assignment; visible application of theory</td>
<td>Structured presentation of gained insights, probably longer or shorter than desired, fair language level</td>
</tr>
<tr>
<td><strong>Pass</strong> (6)</td>
<td>No clear problem definition; small learning opportunity for student</td>
<td>Visible use of at least one Q&amp;Q method. Weak link between Bachelor programme and assignment and/or theory (almost) invisible.</td>
<td>Poorly structured report, but reasoning line still present; only sufficient use of language</td>
</tr>
<tr>
<td><strong>Fail</strong> (&lt;6)</td>
<td>No clear problem definition; Student needed a lot of feedback on proposal; Student changed research project during internship without checking academic coach</td>
<td>No use of Q&amp;Q methods; no link between Bachelor programme and assignment; no application of theory</td>
<td>No visible structure, not appealing for the reader, below threshold regarding spelling and style</td>
</tr>
</tbody>
</table>
Some practical tips

1. How to fit your internship in your schedule

The most appropriate moment to do your internship is during the first trimester of the third year. All the BSc electives (exchange, minors, internship) are scheduled within this trimester, and in this period no other third-year courses will be offered. Please note that as a rule an internship is a full-time activity, and that it is thus best planned exactly parallel to the minors, which all start in the first week of September and which all end after ten weeks of the first trimester. However, you are also allowed to choose another moment for your internship. If you do, please keep the following in mind:

- in principle, the internship is a specific form of elective. Hence, it will always be counted as a 15 ECTS course, called ‘Bachelor Internship’. However, you are not obliged to do the internship in the first trimester of the third year. As long as the internship fulfils all the formal requirements as described in this manual, it can be taken at any moment after the first year (after all B1 course requirements have been met);
- on average internships take three months and they are mostly full-time, prohibiting you from attending lectures at the same time;
- with regard to courses taught in the first trimester of Bachelor 2 it is strongly recommended that you finish these courses in the second year, meaning the year before you take the internship. It is not recommended to skip the lectures of these courses and to concentrate on the exams/re-sits only. For Organisational Theory & Dynamics (OTD) this is even impossible, as presence is mandatory for some of its components. In that case, you would then have to re-take OTD in the year after your internship, prolonging your Bachelor by a year;
- if you also want to follow an extra EUR or RSM minor, or if you plan to also go on exchange, you might consider doing an internship between June and September. Please note that your final transcript will only include the 180 ECTS of courses that were taken as part of your BSc IBA curriculum. Any additional courses and credits that you received over the course of your studies will be listed on a separate transcript. For more information about the various elective options that you have please refer to the BA and IBA Current Students pages. If you have questions about this please contact your programme manager.
- to make a study plan, please contact the student advisers of your Bachelor programme:
  - IBA: studentadviser@rsm.nl
  - BA: studieadviseur@rsm.nl

Please note that the internship is worth 15 ECTS, and in order to graduate you must complete 20 ECTS in elective credits. For a complete overview of BSc BA/IBA elective options please consult the BA/IBA Current Students pages.

BA students: For the remaining 5 ECTS you have the choice between an approved elective from another university or faculty, the Interim Project, or an English course. The Interim Project is a 5 week course that takes place directly after the EUR minor exams. For exact dates, please consult the Interim Project BKB0032 SIN channel. If you have any questions about this please contact your programme manager, or a BA student
adviser. An overview of the options can be found here: http://www.rsm.nl/bachelor/current-students/bachelor-ba/bachelor-3/trimester-7/

**IBA students:** For the remaining 5 ECTS you have the choice between the language elective (5 ECTS upon successful completion of 2 modules of the same language), or an approved elective from another university or faculty. If you have any questions about this please contact your programme manager, or an IBA student adviser. An overview of the possible options can be found here: http://www.rsm.nl/bachelor/current-students/bachelor-iba/bachelor-3/elective-options/

### 2. Internship contracts

It is advisable to confirm agreements with the company/organisation in writing to avoid possible conflicts with the internship provider. An example of an internship contract is presented in Appendix 1. You can, of course, also make use of a contract provided by the company.

### 3. Working permits/Trainee Agreement

Students do NOT need a working permit for an internship in the Netherlands.

However, if you are from a non-EEA country and doing an internship in the Netherlands, you DO need to use the NUFFIC ‘Dutch Student – trainee Agreement’. To have the agreement signed by RSM you can turn to Career Centre.

### 4. Financial compensation

There are no fixed rules for compensation; some companies might not even offer you any compensation at all. It is recommended to base your choice of an internship not on the financial compensation, but on the quality of the internship assignment. Payment is no guarantee for an interesting assignment with a high learning potential.

### 5. Insurance, grants and visa

- It is important to check if the company offers personal liability insurance. If not, the student should take care of this insurance him/herself.
- Make sure you also check the health insurance regulations in the country where you will do your internship. In the Netherlands you are obliged to have a health insurance if your income is higher than €150 per month.

### 6. Confidentiality agreement

As a rule, your internship report will remain confidential. Some companies explicitly ask interns to sign confidentiality agreements for their internship report. As the reports are always confidential, this is redundant. Still, there is no harm in signing such an agreement if the company insists.

Your internship report will – aside for yourself - only be accessible for your company coach, your academic supervisor and for Career Centre (only for their records).

For future students doing an internship, it could be of interest to have access to a sample of former internship reports. For this reason, students taking an internship are
asked to check with their company coach if he/she would allow for making the report available for a larger audience. To this end, a form has been included as appendix 4.

7. Competition clause

You should be careful when signing a so-called "competition clause". Some of these contracts could virtually prevent you from finding work in this branch after finishing your internship. Cooperation with the company should be a question of good faith. Also, remember that as an intern you are also representing the university.
Appendix 1 – Internship Contract

INTERNSHIP CONTRACT
As used by the Rotterdam School of Management, Erasmus University

The undersigned:

1. **Company (or institution)**

Name:

Address:

Town/City:

Hereafter called:

2. **The educational institution**

Name: Rotterdam School of Management, Erasmus University

Address: Burg. Oudlaan 50

Town/City: 3062 PA ROTTERDAM

Hereafter called: RSM

3. **The intern**

Name:

Address:

Town/City:

Hereafter called: the intern

The parties hereby agree as follows:

**Article 1: Object of agreement and general stipulations**

The object of the agreement is to arrange a period of internship for a specific time, being at least 10 weeks, in the context of university training.

The general stipulations applicable to employees of the company also apply to the intern.

At the place of work, the intern shall follow the instructions of the company coach. During the period of internship, the intern agrees to treat all matters to which he/she is exposed as confidential, including information made available to him/her, which is clearly of a confidential nature.

**Article 2: Internship coaching**

The company has appointed the following company coach at the intern's place of work:
RSM has appointed the following academic coach:

Article 3: Specific period of the internship contract and daily working hours
The period of internship shall run from ………………………………., with a possible renewal to a specific date in conjunction with completion of the internship project. Renewal of the internship contract shall be agreed in writing. The daily working hours of the intern shall be ………………………………

Article 4: The internship project
The purpose of the internship project is to enable the intern to gain practical experience and to apply acquired knowledge. To this end, an internship project will be started, the content of which can be described as follows:
………………………………………………………………………………………………………………
………………………………………………………………………………………………………………
………………………………………………………………………………………………………………
………………………………………………………………………………………………………………

Article 5: Status of student
During the period of internship, the intern will remain a student at RSM.

Article 6: Internship compensation
During the period of internship, the intern shall receive gross/net monthly compensation of € …………… The compensation shall be paid monthly at the end of the month, after withholding wage taxes and social security contributions.

Article 7: Reimbursement of travel expenses to and from work
To cover the cost of travelling to and from work, depending on the travel distance, a tax-deductible reimbursement shall be paid out.

One-way travel distance ……………km
Per month: € ……………

Article 8: Leaves of absence
During the period of internship, permission from the company coach shall be required for leaves of absence and, in principle shall be for the account of the intern. If the duration of the internship is longer than three months, several paid leaves of absence of one day per month shall be granted. Any accumulated leaves of absence shall expire at the end of the internship. In all other cases, there should be consultation with the personnel office.

Article 9: Liability and social insurance
The company/institution carries a company group liability insurance plan, for which the intern is eligible. This plan covers claims arising from the work activities of the intern during the period of internship.

If the student is not employed by the company, he or she shall be responsible for his or her own health insurance.

Article 10: Termination of the Internship Contract
The company shall be entitled to terminate the internship contract if:

a. the intern does not comply with the general stipulations ex. article 1;
b. the intern’s conduct is such that the company could not be expected in all fairness to continue the internship period.

RSM shall be entitled to terminate the internship contract and to recall the intern if, in the judgment of the School, the internship is not proceeding as desired.

**Article 11: Confidentiality**
The internship report will be confidential, and will only be available for the intern, the company coach, the academic supervisor and RSM’s Career Centre. However, the company coach and the intern can agree on refraining from confidentiality by signing the so-called non-confidentiality agreement.

Signed in triplicate:
Date: ..........................
Place: ..........................

**Signature of the company:**

**Signature of the intern or the intern's legal guardian:**
Appendix 2: The Internship Proposal

BACHELOR INTERNSHIP PROPOSAL ROTTERDAM SCHOOL OF MANAGEMENT, ERASMUS UNIVERSITY

Name student: .................................................................
Student number: ..............................................................
Address: ...........................................................................
Postal code + City: .............................................................
Email: ...............................................................................
Phone: .............................................................................
Bachelor programme: BA O IBA O

Name company: .................................................................
Address: ...........................................................................
Postal code + City: .............................................................
Country: ............................................................................
Phone number: ..................................................................
Name company coach: ...........................................................
Company coach’s position/function: ..................................................
Phone: .............................................................. E-mail: ..............................................................
Brief description of the company:
..........................................................................................
..........................................................................................
..........................................................................................
Starting date Internship: ....../....../........
Completion date Internship: ....../....../........
Please note that a minimum of 10 full-time weeks is required.

Academic Coach requested from the following department: ..............................................

Description of the internship assignment:
..........................................................................................
..........................................................................................
..........................................................................................
..........................................................................................

Please type your Internship Proposal using the Word document posted on the Career Centre website: http://www.rsm.nl/career-centre/internships/bsc-students/
Description of the research problem that you will study within the company. Be sure to include the elements listed on page 7 of the internship manual.

IBA students only – Please describe the international aspects of this particular internship here:

Date handed in:................. approved O not-approved O

Name of student:............... Name of academic coach:............... 

Department: ............................

Signature of student:............. Signature of academic coach:.............
# Appendix 3: Company Evaluation Form

## Company coach evaluation form for Rotterdam School of Management interns

<table>
<thead>
<tr>
<th>Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student number: ...........................................</td>
</tr>
<tr>
<td>Family name: .............................................</td>
</tr>
<tr>
<td>First name: ..............................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of company: ..........................................</td>
</tr>
<tr>
<td>Company coach name: .......................................</td>
</tr>
<tr>
<td>Title: .......................................................</td>
</tr>
<tr>
<td>Address: ..........................................................</td>
</tr>
<tr>
<td>Postal code: .............. Country: .......................</td>
</tr>
<tr>
<td>Tel. number: ...................... Fax number: ............</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting date: /<em>/</em>/ /<em>/</em>/ /<em>/</em>/ /<em>/</em>/ /<em>/</em>/ /<em>/</em>/</td>
</tr>
<tr>
<td>Ending date: /<em>/</em>/ /<em>/</em>/ /<em>/</em>/ /<em>/</em>/ /<em>/</em>/ /<em>/</em>/</td>
</tr>
<tr>
<td>Short description of the internship: .................................................................</td>
</tr>
<tr>
<td>................................................................. .................................................................</td>
</tr>
<tr>
<td>................................................................. .................................................................</td>
</tr>
<tr>
<td>................................................................. .................................................................</td>
</tr>
<tr>
<td>Academic capacity</td>
</tr>
<tr>
<td>----------------------------------------</td>
</tr>
<tr>
<td>knowledge</td>
</tr>
<tr>
<td>procedural knowledge</td>
</tr>
<tr>
<td>learning speed</td>
</tr>
<tr>
<td>analytical skills</td>
</tr>
<tr>
<td>fit of knowledge and company requirements</td>
</tr>
<tr>
<td>performance on assignment</td>
</tr>
<tr>
<td>Approach to assignment</td>
</tr>
<tr>
<td>putting initiatives into practice</td>
</tr>
<tr>
<td>organisation of work process</td>
</tr>
<tr>
<td>decision making</td>
</tr>
<tr>
<td>creativity</td>
</tr>
<tr>
<td>Company conduct</td>
</tr>
<tr>
<td>adaptation to company culture</td>
</tr>
<tr>
<td>team working ability</td>
</tr>
<tr>
<td>attitude towards colleagues</td>
</tr>
<tr>
<td>Skills</td>
</tr>
<tr>
<td>time management</td>
</tr>
<tr>
<td>appearance</td>
</tr>
<tr>
<td>reliability</td>
</tr>
<tr>
<td>receptiveness</td>
</tr>
<tr>
<td>International skills (if appropriate)</td>
</tr>
<tr>
<td>international team-working skills</td>
</tr>
<tr>
<td>openness to cultural diversity</td>
</tr>
<tr>
<td>foreign language skills</td>
</tr>
<tr>
<td>Match of intern with expectations</td>
</tr>
<tr>
<td>Overall rating</td>
</tr>
</tbody>
</table>

To be filled out by the company coach. To be signed by the company coach and the student. To be given to the student after completion of the internship.

Date: ............................................

Signature company coach: .................................. Company Stamp: ......................

Signature intern: .................................

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## Appendix 4: Non-Confidentiality Agreement

<table>
<thead>
<tr>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of internship report: ………………………………………………………………………………</td>
</tr>
<tr>
<td>Publication date: ……………/ ………………………/ ………………………/</td>
</tr>
</tbody>
</table>

Undersigned herewith declare that the report resulting from the internship conducted by the intern mentioned below and approved by the company coach mentioned below can be made available for future users, solely for academic and scholarly use:

<table>
<thead>
<tr>
<th>Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student number: ………………………………………………………………………………</td>
</tr>
<tr>
<td>Family name: ………………………………………………………………………………</td>
</tr>
<tr>
<td>First name: ………………………………………………………………………………</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of company: ………………………………………………………………………………</td>
</tr>
<tr>
<td>Company coach name: ………………………………………………………………………………</td>
</tr>
</tbody>
</table>
Appendix 5: Frequently Asked Questions

Q: How many credits is the internship worth?

A: The internship is a specific form of BSc elective and will be worth 15 ECTS.

Q: How many weeks should the internship be?

A: Internships should cover a minimum period of 10 weeks full-time.

Q: Does the grade counts towards your GPA?

A: Yes the grade for your internship report counts towards your GPA.

Q: How can I find out if the internship I intend to do will be accepted by RSM?

A: If you have been in touch with a company for an internship and you have an idea of what your assignment will be, you can get in touch with one of the internship coordinators of the academic departments at RSM. They will refer you to a coach available and you can discuss with your coach whether the assignment qualifies for an official internship (including ECTS) or not. In the internship manual you will find a list of internship coordinators per department and their email addresses.

Q: What are the official requirements of the internship?

A: You can find out what the official requirements are for the internship in the Bachelor Internship Manual.

Q: How can I find a coach for my internship?

A: Each academic department has an Internship coordinator. The internship coordinator can get you in touch with a professor of the department that could be your coach. A list of internship thesis coordinators and their contact details can be found in the internship manual.

Q: Can RSM offer me help in finding an internship?

A: RSM’s Career Centre office can offer assistance in finding an internship. They are located in rooms E1-15 & E1-17 and have their own website: https://www.rsm.nl/career-centre
Appendix 6: Bachelor Internship Checklist

**Before:**
- After finding an internship, write your internship proposal (pages 7, 20, & 21).
- Your internship proposal needs to be approved by an academic coach who covers the subject of your internship - see list with names on page 8.
- Hand in a copy of the approved and signed internship proposal to the Career Centre office (check the exact location on www.rsm.nl/career-services) together with a print-out of your results in OSIRIS (study progress report) proving that you have successfully passed your first year. You can also choose to send a scan of both documents to careercentre@rsm.nl.

**After:**
- If appropriate: sign the non-confidentiality agreement with your company coach
- Hand in a draft report to your academic coach four weeks prior to the end of your internship the latest.
- Write your report (approx. 25 pages) and hand in to your academic coach for grading. Also turn in the Company Evaluation Form filled out by your company coach at this time (Appendix 3). Please check with your academic coach whether he/she wants you to hand in a printed version of your report or a PDF version via e-mail. You will have 4 weeks after the completion of your internship to complete your report.

Your academic coach will hand in your grade on an official signed paper to the department of Examination Administration within 4 weeks after receiving the report.

- Hand in a PDF of your final report and a scan of your Company Evaluation Form to Career Centre (careercentre@rsm.nl). You can also choose to submit a hard copy of the Company Evaluation Form (instead of a scan) to the Career Centre office (check the exact location on www.rsm.nl/career-services).