

BACHELOR INTERNSHIP MANUAL 7th trimester 2019 - 2020

BUSINESS ADMINISTRATION

**INTERNATIONAL BUSINESS
ADMINISTRATION**

APPLICABLE FROM March 2019

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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 or 20 EC of your required 7th trimester 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:

- **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 via <https://sis.eur.nl/student> with RSM 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);
- will culminate in a written report, for limited circulation;
- will be evaluated and graded on the basis of a transparent system;
- is (almost) a full-time activity, lasting **at least** 10 weeks fulltime for the 15 EC internship (the equivalent of 420 working hours), or at least 15 weeks fulltime for the 20 EC internship (the equivalent of 560 working hours)
- will be awarded **15 EC or 20 EC**, depending on the choice you make.

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/start-up.

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 (EC). In that case you can choose both the 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, etc. If you want RSM to sign any documentation (for example the contract between you and the company), you are required to fill out the form 'Internship registration form'. The [form](#) can be downloaded from RSM Career Centre website and handed in at RSM Career Centre (T5-03) 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 consists of:
 - a research question;
 - a problem definition, diagnosis, design/advice, implementation;
 - the methodological point of view (a plan of action to solve your research question, the main models and theory to use, collection of data at the company); and
 - 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; and
- 4) reflect on personal contribution to the project and personal development during the project.

Requirements for the Bachelor Internship

ECTS	Weeks	Hours	End product
15 ECTS	10 weeks	420 hours	Report of 20 pages
20 ECTS	15 weeks	560 hours	Report of 25 pages

Other requirements for the Bachelor Internship are as follows.

- 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** via <https://sis.eur.nl/student>, and also has to review and grade the internship report once the internship is finished.

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- 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 in further 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 write your internship report
6. How to hand in your internship report
7. How your company coach should evaluate you
8. 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 the location. Students are advised to start their search relatively early (ideally during the 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 RSM Career Centre. RSM 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/>. RSM 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. It also offers interesting workshops that can be of use. For more information:

RSM Career Centre: Mandeville Building T5-03
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 organisations 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

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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 required period of 10 or 15 weeks, please contact the company to see if they can be flexible. 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 register your internship

In order to receive EC for the internship, you need to register your internship via <https://sis.eur.nl/student>. Click on case (or zaak in Dutch), and select RSM BSc 7th trimester internship application. As a first step you will need to choose between 15 or 20 EC, followed by filling out the required fields and submitting **an internship proposal**.



My cases Start case

RSM BSc 7th trimester Internship application 1 Details

Business Administration

CASE NUMBER	DATE STARTED	PROGRESS
26173	15-05-2018	■■■■■

⚠ Attention: action required!

- Starting application of Internship

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The submitted proposal will be checked by an internship coordinator and academic coach. The system will keep you up to date of your progress, the deadlines and at the end of your internship you can upload your (draft) report via the system as well. If your proposal hasn't been approved, you either need to make adjustments or send it to a different coordinator. Please don't start a new case in the registration system.

4. How to write your internship proposal

Please note that the internship proposal will affect 15% of your internship grade.

The research problem should include the following elements.

- Motivation why the 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, and
- 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 RSM Career Centre: T5-03. An empty internship proposal form is included in this manual as **Appendix 2**. The academic coach should approve the proposal before you start your internship. If your proposal hasn't been approved, you either need to make adjustments or send it to a different coordinator. Please don't start a new case in the registration system.

5. 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 start the registration procedure via <https://sis.eur.nl/student>. We advise you to do this before 1 June 2018. **The coordinator will refer you to a lecturer that can be your academic coach.** Do not directly contact an envisaged academic coach outside of the registration system.

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The registration system <https://sis.eur.nl/student> will send out an email to inform you about the assigned academic coach and whether or not your proposal has been approved. If your proposal hasn't been approved, you either need to make adjustments or send it to a different coordinator. Please don't start a new case in the registration system. The next step is to make an appointment with him/her. Please remember that academic coaches have two weeks to respond to your proposal and may have limited availability in the summer months.

PLEASE NOTE: Only internships that have been registered via <https://sis.eur.nl/student> before the start date of the internship are eligible for grading.

6a. How to write your internship report (15 EC)

To conclude your 15 EC internship, you should write a report of approximately 20 pages and submit the report via <https://sis.eur.nl/student>. 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, and
- c. a self-reflection.

Please note that when writing your report you must properly cite all sources used according to APA guidelines indicated by the EUR:

<http://www.apastyle.org/products/asc-landing-page.aspx>.

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.:
 - o description of the company and markets in which the company operates;
 - o if appropriate: level of internationalisation (sales, markets, geographic dispersion, management);
 - o the company's strategy;
 - o major challenges faced by the company regarding its industry and strategy;
- 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.:
 - o the structuring and control of organisational activities;
 - o the role of headquarters vis-à-vis local units;
 - o centralisation and decentralisation of decision making;

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- 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; and
- 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 be **at least 10 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 behaviour. 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, and 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 hand in the report within 4 weeks via <https://sis.eur.nl/student>.

6b. How to write your internship report (20 EC)

To conclude your 20 EC 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 APA guidelines indicated by the EUR:

<http://www.apastyle.org/products/asc-landing-page.aspx>

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.:
 - o description of the company and markets in which the company operates;
 - o if appropriate: level of internationalisation (sales, markets, geographic dispersion, management);
 - o the company's strategy;
 - o major challenges faced by the company regarding its industry and strategy;
- 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.:
 - o the structuring and control of organisational activities;
 - o the role of headquarters vis-à-vis local units;
 - o centralisation and decentralisation of decision making;
 - o major challenges faced by the company regarding its organisation and management;
 - o organisation culture (e.g., communication patterns, use of time and space);
 - o 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
 - o Including a problem definition
- your approach to solve/research this problem
 - o plan of action (process you will follow)

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- 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 be **at least 15 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 hand in the report within four weeks.

7. How to hand in your internship report

You will have the opportunity to hand in a **draft or incomplete version** of the report **4 weeks prior to the end of the internship the latest**. Your academic coach will provide you with feedback within 4 weeks so that you know if you are on the right track. The draft report should be uploaded to <https://sis.eur.nl/student> and will automatically be sent to your academic coach.

After finishing your internship, you need to upload the following documents via <https://sis.eur.nl/student> **within 4 weeks** after finishing your internship:

- Final version internship report

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The coach will assess and grade your report, determine a final grade and send the grade to the Examination Administration within 4 weeks after receiving the report. After submitting the final report, you cannot make any changes anymore.

If you hand in the report too late, you will fail the course. If you need more time due to unforeseen circumstances, make sure to request approval from your academic coach as soon as possible (and at least 2 weeks before the final deadline).

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

The company coach will receive the evaluation form via RSM Career Centre. You can find the Company Evaluation Form in **Appendix 3**.

Both you and the company coach will need to sign the company evaluation, after which the company coach can send it back to RSM Career Centre who will make sure that it's processed.

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 and 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

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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 well 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 (15 and 20 EC)

	Internship proposal (15%)	Application of theory (30%)	Writing (40%)	Relevance (15%)
Excellent (10)	Innovative and promising subject; clear problem definition; ambitious plan of action	Excellent application of quantitative and qualitative methods; very strong match between content of several Bachelor courses and the assignment; very strong theoretical framework.	Brilliant report, excellent reasoning, a pleasure to read, short but comprising text, well-structured. Very advanced level of grammar, spelling, vocabulary and style	Of immediate use for company, leading to visible profit or improved position on the market; Excellent recommendations. Very positive company evaluation
Very good (9)	Interesting subject; clear problem definition; very high learning effect for the student	Advanced use of one or more Q&Q methods; strong match between Bachelor programme and assignment; strong theoretical framework.	Very well-structured report; advanced level of grammar, spelling, vocabulary and style; very good reasoning	Very useful for the company; very good recommendations; Very positive company evaluation
Good (8)	Subject related to academic department; clear problem definition; high learning effect for the student.	Good use of one or more Q&Q methods; good match between Bachelor programme and assignment; clearly visible application of theory.	Well-structured report, good level of grammar, spelling, vocabulary and style; good reasoning.	Useful for the company; recommendations could be taken into practice immediately; Positive company evaluation.
Sufficient (7)	Subject related to academic department; problem definition not completely clear; small learning opportunities for student	Good use of one Q&Q method; visible match between Bachelor programme and assignment; visible application of theory	Structured presentation of gained insights, probably longer or shorter than desired, fair language level	Potentially useful for the company; not all recommendations can be implemented; intermediate company evaluation
Pass (6)	No clear problem definition; small learning opportunity for student	Visible use of at least one Q&Q method. Weak link between Bachelor programme and assignment and/or theory (almost) invisible.	Poorly structured report, but reasoning line still present; only sufficient use of language	Not particularly useful for the company, but mainly useful for the student as a learning process; recommendations not useful; intermediate company evaluation
Fail (<5.5)	No clear problem definition; Student needed a lot of feedback on proposal; Student changed research project during internship without checking academic coach	No use of Q&Q methods; no link between Bachelor programme and assignment; no application of theory	No visible structure, not appealing for the reader, below threshold regarding spelling and style	Irrelevant for the company, and for the student; Negative company evaluation

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 (7th trimester). 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. 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/BA 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 or the student adviser.
- 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 if you choose the 15 EC internship option, you must complete an additional 5 ECTS for the 7th trimester. 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

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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 a 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 RSM Career Centre.

If you are doing an internship abroad, please check the visa requirements for your nationality.

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 insurances regulations in the country where you will do your internship. In the Netherlands you are obliged to have a basic Dutch 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.

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Your internship report will – aside for yourself – only be accessible for your company coach, your academic supervisor and for RSM 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

model
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.

Bachelor Internship Manual

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 distancekm

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.



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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:	https://sis.eur.nl/student" data-bbox="620 275 898 375"/>
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:/...../.....
Amount of weeks: (Minimum of 10 weeks required)

Academic Coach requested from the following department:

Description of the internship assignment:
--

Appendix 3: Company Evaluation Form

Company coach evaluation form for Rotterdam School of Management interns

Intern
Student number:
Family name:.....
First name:

Company
Name of company:
Company coach name:
Title:.....
Address:
Postal code : Country:
Tel. number:.....Email address:

Internship
Starting date:..... / / / / / / / /
Ending date:..... / / / / / / / /
Short description of the internship:
.....
.....
.....

Bachelor Internship Manual

	Totally not agree	Not agree	neutral	Agree	Totally agree
Relevance of research project					
the topic is very interesting for me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
the outcome will be implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	very poor	poor	sufficient	good	excellent
Academic capacity					
theoretical knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
procedural knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
capacity to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
analytical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approach to assignment					
putting initiatives into practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
organisation of work process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
performance overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company conduct					
adaptation to company culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
team working ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
attitude towards colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skills					
time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
receptiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Match of intern with expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To be filled out by the company coach. To be signed by the company coach and the student. Student needs to hand this form in to academic coach within 4 weeks.

Date :

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

Signature intern:.....

Appendix 4: Non-Confidentiality Agreement

Non-confidentiality agreement Rotterdam School of Management

Internship

Title of internship report:

Publication date:..... / / / / / / / /

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:

Intern

Student number:

Family name:.....

First name:

Company Coach

Name of company:

Company coach name:

Appendix 5: Frequently Asked Questions

Q: How many credits is the internship worth?

A: *The internship is a specific form of BSc elective and you can choose if you want to do a 15 EC or 20 EC internship.*

Q: How many weeks should the internship be?

A: *The 15 EC internship should cover a minimum period of 10 weeks full-time, the 20 EC internship should cover a minimum period of 15 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 start the registration via <https://sis.eur.nl/student>. After filling out the proposal, you submit it to an academic coordinator who will review your proposal and assign a coach. After approval you can still make changes to the proposal before submitting the final report. Keep in mind that if your proposal changes drastically, you might be assigned to a different coach or even different academic department*

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: *The office of RSM Career Centre can offer assistance in finding an internship. They are located in T5-03 and have their own website: <https://www.rsm.nl/career-centre>.*