

RSM BSc Internships

Useful links: www.rsm.nl/career-centre/ - www.rsm.nl/current-students/ba - www.rsm.nl/current-students/iba

Find an internship

- The time period of the internship should be at least 10 weeks fulltime (420 hrs).
- You are responsible for finding an internship yourself. Feel free to consult Career Centre, AIESEC, Integrand, etc. for help if necessary!
- You can only start with your internship if you have successfully passed the first year of the programme (however, you can start looking for an internship and write your proposal before you have passed the first year).
- IBA-students are required to do an *international* internship (see page 6 of the Bachelor Internship Manual for more information).
- Once you have an internship, find a company coach (within the company) who has influence and access to information needed during the internship.

Write your proposal

- Write an internship proposal using the template provided on <http://www.rsm.nl/career-centre/internships/bsc-students/> (should be 2 pages long and should contain a short description of the company/organisation, a global description of the expected content of the internship, the duration of the internship (including the number of hours per week), and a description of the research problem that you will study within the company).
- For IBA students, a paragraph on the international aspects of the internship is mandatory.

Request approval

- Send your proposal to the internship coordinator of the department that covers the subject of your internship (see p.8 of the Bachelor Internship Manual).
- The internship coordinator will assign you an academic coach.
- Your academic coach will need to approve your internship proposal.

Register your internship

- Once your academic coach has approved your internship proposal, hand in a copy of the signed and approved internship proposal to Career Centre together with a print-out of your results in Osiris (study progress report) proving that you have successfully passed your first year.
- Please make sure you hand in both documents prior to the start of your internship!
- You can either hand in hard copies at T5 or send a scan of both documents to careercentre@rsm.nl.
- Career Centre can then officially register your internship in Osiris.

Internship & report

- To conclude your internship, you will need to write a report of approximately 25 pages. Please consult the manual for more information!
- You will have 4 weeks after the completion of your internship to hand in your final report.
- Upon the completion of your internship, your company coach will evaluate your performance using our evaluation form (see Appendix 3 of the Bachelor Internship Manual). This evaluation form should be handed in together with your report to your academic coach.
- Please note that your 3rd year BSc courses will start on **Monday, 8 January, 2018** so you should plan to be back by then.

Grade & evaluation

- Your academic coach will assess your report, and will send your final grade to Examination Administration within 4 weeks after receiving your report.
- A copy/scan of your Company Evaluation Form and a PDF of your report should be sent to Career Centre careercentre@rsm.nl. Your grade will not be published in OSIRIS until you've submitted your report to their office.
- Be sure to also send a copy of your final report to your company coach.