

# Bachelor Internship

**Course load:** 560 hours / 20 EC

**Block:** 9/10

**Teaching staff:** tba

**Course structure:** Canvas page with instructions and tips; work experience; submission of work through Osiris Zaak; two feedback sessions with academic coach

**Examination:** Internship Proposal; Theory Application; and Presentation. When all three of these components are sufficient and accompanied by a completed Evaluation Form, the Internship will be awarded a Pass.

## Contact Information

Questions about the rules, procedures and practical tips for the Internship may be sent to [careercentre@rsm.nl](mailto:careercentre@rsm.nl). Questions about the content can be discussed with your academic coach.

## Overview

RSM graduates should demonstrate the mastery of life-long learning skills to challenge one's own limitations, recognize opportunities for learning, acquire new knowledge, and undertake further study with a high degree of autonomy. We also expect our graduates to be able to bring their knowledge of key management models and theories to a practical context, and so enhance their understanding of theory as well as practice. This is why it is possible to elect to do a work-experience internship in the first two blocks of your Bachelor 3 programme at RSM. By following the procedure below, the internship counts as a curricular internship worth 20 EC of elective credits.

In contrast to the rigorous academic coursework you have done so far, the internship allows you to do practical and experiential learning. Before the start of the internship, you challenge yourself by setting goals for new skills, attitudes and/or knowledge you want to acquire. During the internship, you continuously monitor and reflect on the realization of these goals and seek feedback on your performance from the people you are working with - specifically your company coach. At the end of the internship, you will hold a presentation (including Q&A) for your academic coach, where you will be assessed on these activities. Prior to the presentation, you submit a report in which you apply (parts of) the theoretical knowledge you have gained in your first two years at RSM to the practical context of your internship.

RSM assumes that virtually all of the time spent working in a professional context constitutes experiential learning, and that this learning will be in support of realizing the learning goals of the Internship. Therefore, a 13-15-week fulltime internship is awarded 20 EC of your required elective credits.

## Learning Goals

Students that do a curricular internship as part of their RSM BSc curriculum learn to:

- Formulate personal learning goals based on a self-assessment, plans for their future career, and the professional context of the internship;
- Monitor the development of skills and knowledge in a professional context;
- Balance their own needs for learning with the need to perform well in a professional context;
- Enhance their understanding of management models and theories by relating them to professional experiences.

## Pre-requisites

You can only start an internship if you have completed the first year of your BSc programme (60 EC).

## Division of workload

<b>Internship Proposal</b>	<b>8</b>
Theory Application	8
Presentation	8
Work Experience (13-15 weeks of 36-40 hrs)	532
<b>Total</b>	<b>560</b>

## Examination Dates

The start and end dates of your internship are important in terms of finishing up the internship. All of the deadlines you need to meet are derived from the dates you register in <https://sis.eur.nl/student>.

- Ultimately five weeks after starting the internship, you submit your final Internship Proposal. There is a resit opportunity two weeks later. A Pass for the proposal is necessary to continue with the internship.
- Ultimately on the end date of the internship, your company coach should submit an Evaluation Form to RSM Career Center.
- Seven days after the end date, you upload the Theory Application.

- Finally, ultimately four weeks after the end date of the internship you hold a Presentation for your academic coach. Your academic coach announces whether you passed the Internship at the end of the session. Resit opportunities for the Theory Application and Presentation are ultimately two weeks after the Presentation date.

## Assessment Matrix

All components require a passing grade. The internship as a whole will be graded pass or fail.

Learning Goals	Internship Proposal	Theory Application	Presentation	Total
Formulate personal learning goals based on choice of professional context, a self-assessment, and your career plans.	X		X	25%
Monitor and reflect on the development of skills and knowledge in a professional context.			X	25%
Balance your own needs for learning with the need to perform in a professional context.			X	25%
Enhance your understanding of management models and theories by relating them to professional experiences.		X	X	25%
Minimum grade required	Pass	Pass	Pass	Pass
Opportunity to resit within the academic year:	Yes	Yes	Yes	Yes

## Overview of internship milestones

### *Finding an internship.*

You are responsible for finding a suitable work-experience internship (meewerkstage), lasting approx. 14 weeks. We advise you to start your search relatively early (ideally during the last block of Bachelor 2). Please know that RSM Career Centre publishes offers for internships in the Netherlands and abroad on their job board: <https://www.rsm.nl/career>.

Given the learning goals of the Bachelor Internship, it is vitally important that the internship position is suitable. This means the position should allow you to develop new skills, attitudes and/or knowledge relevant for future professionals and business leaders. The position should offer maximum opportunities to challenge yourself and to put yourself in new and unknown situations. It must also allow opportunities to interact with people with the professional and academic abilities that you

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yourself are working towards. In order to safeguard these important aspects of the Internship, the following criteria for suitability have been formulated:

- the internship lasts approx. 14 weeks and is fulltime (ie. 13-15 weeks of 36-40 hrs)
- a clear job description is provided, outlining tasks and responsibilities sufficiently challenging for a Bachelor 3 student;
- a company coach is present who will offer you guidance and regular feedback;
- the organization has at least 10fte. This is the absolute minimum. You are strongly encouraged to seek out an internship position at a medium- or large sized organization;
- you are not the owner or manager of the organization or business unit;
- you do not have a familial relationship with the owner or manager of the organization or business unit;
- you do not have more than two months (fulltime or parttime) prior work experience at the organization or business unit.
- you are strongly encouraged (but not expected) to search for an internship position in an international context.

### *Internship Proposal and Personal Learning Goals.*

Parallel to your internship search and selection, you develop personal learning goals. These should be informed by your choice of professional context, a self-assessment, and your career plans. These personal goals should focus on the skills and knowledge you want to acquire and be relevant for a BSc(I)BA graduate. These can, for instance, be related to technical skills, soft skills, or discipline-specific knowledge. To write these goals, you apply insights from the courses Professional Development I & II. In the Assignment: Internship Proposal shared on the Canvas page of the Bachelor Internship you will find a step-by-step explanation of this.

### *Registering the internship.*

The points above should be captured in an Internship Proposal Draft, which you upload as part of your required internship registration through <https://sis.eur.nl/student>, at least 4 weeks before the official start. The registration and proposal will be checked by RSM Career Centre. RSM Career Centre will give a no-go to the internship if registration or legal issues need to be resolved or if you have not passed the first year of your BSc. RSM Career Centre may do a cursory check whether the internship position is suitable, but the responsibility for finding a suitable internship ultimately lies with the student. During registration, you request to be matched to one of the academic departments of RSM. More about this match can be found below.

### *Matching with Academic Departments and getting a coach.*

During registration, you request to be matched to one of the academic departments of RSM. RSM has seven academic departments with distinct teaching focuses. They are responsible for providing the Year 1 & 2 courses that gave you the theoretical frameworks and disciplinary knowledge that you will now put into practice. Below you will find an overview of the departments and the knowledge-based courses they have taught:

- Accounting and Control: Accounting (Year 1); Management Accounting (Year 2)
- Finance: Finance (Year 1); Corporate Finance (Year 2)
- Organisation and Personnel Management: Organisational Behaviour (Year 1); Human Resource Management (Year 2); Organisational Theory & Dynamics (Year 2)
- Technology and Operations Management (Section BIM): Business Information Management (Year 1)
- Technology and Operations Management (Section Innovation Management): Innovation Management (Year 2); Technology Management (Year 2)
- Technology and Operations Management (Section SCM): Operations Management (Year 1); Supply Chain Management (Year 2)
- Business-Society Management: Introduction to Business (Year 1); Responsible Business Leadership (Year 2)
- Marketing Management: Marketing Management (Year 1)
- Strategic Management and Entrepreneurship: Introduction to Business (Year 1); Strategic Management (Year 2); Entrepreneurship (Year 2)

You must explain in a few sentences why you want to be matched to that department. There are two ways to explain your request.

1. You may argue for a match between job description and disciplinary background of the departments. For instance, the job description suggests that you will be working on preparing financial reports for management, so you request to be matched with the department Accounting and Control of RSM. In your Theory Application, you will end up using some of the concepts and theories from your accounting courses in Years 1 and 2.
2. However, you may also argue for a match based on your preferred Theory Application. For instance, even though you will be working at an accounting firm, you decide you want to deepen your understanding of the concept of organizational culture, and so request to be matched to RSM's department of Organisation and Personnel Management, rather than Accounting and Control.

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Career Centre will pass on your request to the internship coordinator of the academic department, who will judge the match. The coordinator may decline the proposal and suggest a match with a different department. If the coordinator agrees with the match, they will proceed to assign an academic coach to you.

### *Coaching during the internship.*

You plan a meeting with your academic coach within three weeks after the start of the internship. If your internship starts early (in the summer vacation) your coach may decide to postpone this meeting until the academic year has officially started. In any case, for this meeting you submit an updated draft of the Internship Proposal. This allows you and the academic coach to do a final check of the internship position. The academic coach may give a no-go if the internship position is not suitable. This may happen:

- if you report that the host organization has misrepresented the tasks and responsibilities of the internship position, or does not offer adequate coaching to you, or poses a risk to your safety and well-being.
- if you have misrepresented the suitability of the internship position. For instance because you are working at your family firm, at your own startup, or because you have extensive prior work experience at the organization or business unit. Misrepresenting the position in this manner is considered an instance of fraud and covered by RSM's Code of Conduct.

In this first meeting, you also get feedback on the personal learning goals you developed. This feedback will allow you to finalize the text of your Internship Proposal. You submit the definitive Internship Proposal through Osiris Zaak, ultimately five weeks after the start date. The proposal will be graded a Pass or Fail, with a resit opportunity two weeks later. A Pass for the proposal is necessary to ensure that your work experience can count as a curricular Bachelor Internship worth 20 EC.

In this first meeting, you can also discuss your ideas for the Theory Application. Different academic Departments will provide you with suggestions for specific application questions, based on the academic content taught in the first two years of the BSc.

You should plan a second meeting with your coach, approximately four weeks before the end date, to discuss a draft version of your Theory Application. You are responsible for setting up this meeting in a timely manner.

### *Finishing up the internship.*

All of the deadlines you need to meet, to ensure that your work experience can count as a curricular Bachelor Internship worth 20 EC, are derived from the start and end dates that you register in <https://sis.eur.nl/student>. The end date is therefore important for finishing up the internship.

Ultimately on the end date of the internship, your company coach should submit an Evaluation Form to RSM Career Center. Your company coach will need to indicate that you actually performed work at the host organization for the time and duration as set out in the internship registration through <https://sis.eur.nl/student> (excluding occasional illness and excused absences). Simply put, if you did not work there, you did not do an internship, and you are retroactively considered to have dropped out of the Bachelor Internship.

Ultimately seven days after the end date of the internship, you upload the Theory Application.

Ultimately four weeks after the end date of the internship, you hold a final presentation for your academic coach. During the presentation:

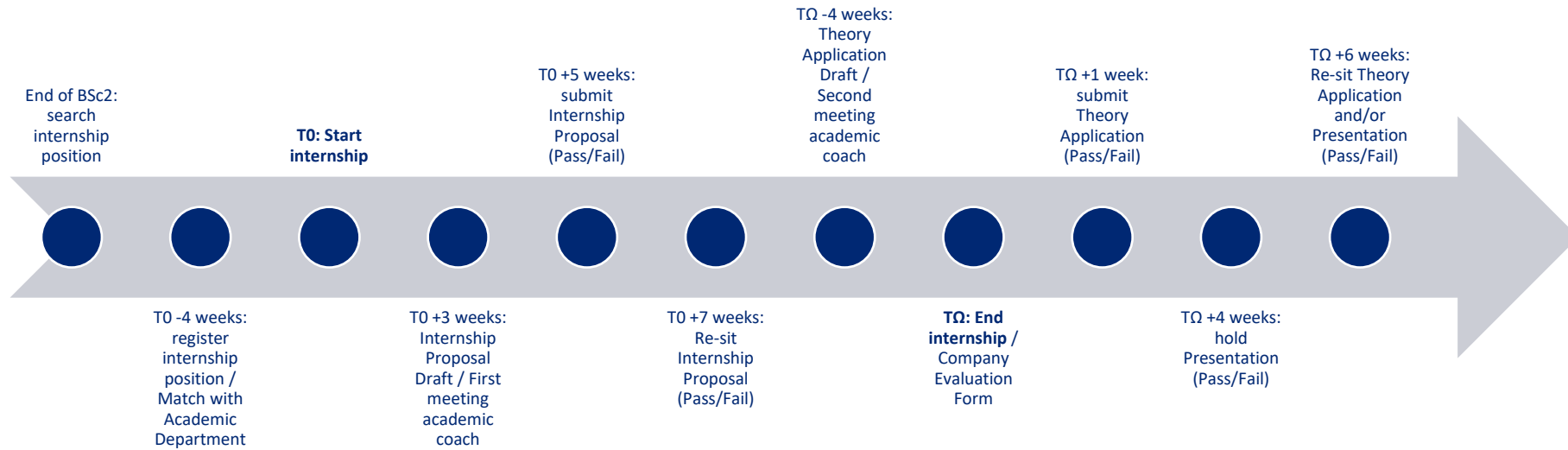
- you explain how you monitored and reflected on the development of your new skills and knowledge, and how you did this while performing in a professional context;
- you answer any questions about the Theory Application and Presentation.

Being an oral exam, the Presentation must be recorded. It is possible that your academic coach will prefer to hold the meeting online, which offers a non-intrusive way of recording the exam.

Immediately following the Q&A, your academic coach will announce whether you have achieved a Pass and are awarded 20 EC. The coach is expected to register results within seven days of the Presentation.

At this point, you should have already received a Pass for the Internship Proposal. If you did not achieve a Pass for the remaining two components, you either need to resit the Theory Application, resit the Presentation, or both. If the Theory Application has received a Fail, your academic coach should provide you with written feedback ultimately one day after the Presentation. If the Presentation has received a Fail, you will have received oral feedback during the Q&A. Resit opportunities for the Theory Application and Presentation are ultimately two weeks after the Presentation date.

## Internship Timeline





## Assessment Rubric Internship Proposal

Criteria	Fail	Pass: Sufficient	Pass: Good
Organization Profile	Absent or vague organization profile.	Somewhat specific organization profile, with description of mission, size and complexity, as well as the role of the hosting unit in the organization.	Specific organization profile, with clear insights into its mission, size and complexity, as well as the role of the hosting unit in the organization.
Job Description	Absent or vague job description.	Somewhat specific job description, with description of tasks and responsibilities.	Specific job description, with clear insights how the tasks and responsibilities impact the organization.
Learning Goals: Relevance	Absent, vague or irrelevant learning goals for a future graduate.	Somewhat specific and arguably relevant learning goals for a future graduate.	Specific and clearly relevant learning goals for a future graduate.
Learning Goals: Personal	Absent or vague articulation why the goals are personal to the student.	Somewhat specific and credible articulation why the goals are personal to the student.	Specific and credible articulation why the goals are personal to the student, consistent with long-term educational & career goals, as well as a self-assessment.
Learning Goals: Internship Position	Absent or unconvincing argument that the internship position is challenging and allows the development of competences.	Somewhat precise and credible argument why the internship position is challenging and allows the development of competences.	Precise and credible argument why the internship position is challenging and allows the development of competences.

If **more than one** of the five criteria achieves a failing grade, the full Internship Proposal is considered a fail.

## Assessment Rubric Theory Application

Criteria	Fail	Pass: Sufficient	Pass: Good
Theoretical Background	Absent or vague explanation of the theory, models or concepts in use.	Sufficient explanation of the theory, models or concepts in use.	Clear explanation of the theory, models or concepts in use, showing awareness of their place in the broader literature.
Use of Literature	Irrelevant, absent, or improper citations.	Minimum of five relevant citations.	Minimum of five citations to and elaboration of key and/or state-of-the-art works.
Application to the Host Organization	Application is absent, vague, or categorically wrong, given the purpose and logic of underlying theory.	Application is sufficiently explained and correct, given the purpose and logic of underlying theory.	Strong application, leading to a clearly articulated exemplification or explanation or prescription, given the purpose and logic of underlying theory.

If **any one** of the three criteria achieves a failing grade, the full Theory Application is considered a fail.

## Assessment Rubric Presentation

Criteria	Fail	Pass: Sufficient	Pass: Good
Personal learning goals.	Absent or vague narrative about the extent to which personal learning goals were reached. Prompting by Q&A reveals little or no further insight.	Presents a somewhat specific and credible narrative about the extent to which personal learning goals were reached. If they were not, presents somewhat credible and specific explanations. Parts of this narrative are absent or vague in the presentation but elaborated in Q&A.	Presents a specific and credible narrative about the extent to which personal learning goals were reached. If they were not, presents credible and specific explanations and reflects on development in other areas.
Monitoring and development.	Absent or vague narrative about how the student monitored development. Prompting by Q&A reveals little or no further insight.	Presents a somewhat specific and credible narrative about how the student monitored their development. Illustrates the use of indicators and occasional feedback during the internship. Parts of this narrative are absent or vague in the presentation but elaborated in Q&A.	Presents a specific and credible narrative about how the student monitored their development. Illustrates the use of specific indicators and planned feedback during the internship.
Long-term educational and career goals.	Absent or vague narrative about the long-term educational and career goals. Prompting by Q&A reveals little or no further insight.	Presents a somewhat specific and credible narrative about how the internship either contributed to long-term educational or career goals and/or how these goals have changed. Parts of this narrative are absent or vague in the presentation but elaborated in Q&A.	Presents a specific and credible narrative about how the internship either contributed to long-term educational or career goals and/or how these goals have changed. If the student is uncertain about these goals, they reflect credibly on these uncertainties.
Performance at host organization.	Absent or vague narrative about performance at host organization. Prompting by Q&A reveals little or no further insight.	Reflects on the feedback in the Evaluation Form. Is able to illustrate scores by giving examples of successes and failures. Parts of this narrative are absent or vague in the presentation but elaborated in Q&A.	Critically and credibly reflects on the feedback in the Evaluation Form. Takes ownership and is able to illustrate scores by giving specific examples of successes and failures.

If **more than one** of the four criteria achieves a failing grade, the full Presentation is considered a fail