



SCHOOL OF HUMANITIES INTERNSHIP GUIDELINES 2026

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1. Introduction

Completing a degree programme in the field of humanities opens doors to a diverse range of professions. Our students start their careers in the media, the cultural sector, consultancy, government and education, to name just a few examples. The School views an internship as a unique opportunity for students to prepare for their professional careers.

Doing an internship is an important part of a degree programme, allowing students to develop skills and put them into practice. The main purpose of the internship is to gain work experience in a professional context. Students gain experience in communicating and collaborating with others. An internship can help students gain insight into their preferences for a future career.

All of those involved in the internship process have their own responsibilities. These guidelines are intended for supervisors at the School and can also be used by those involved on behalf of the workplace (internship mentors). These guidelines outline the requirements for the internship, how students can find and formalise an internship, what can be expected from internship supervision, and the assessment method and criteria¹.

1.1 Types of internships

The School of Humanities allows students to do two types of internships: experience internships and research internships. In the Bachelor's phase, most internships are experience-oriented. Master's programmes have the option of allowing research internships with additional requirements.

Characteristics of an experience internship:

- Students carry out work at the level of an academic university student or graduate. The work must be relevant to their degree programme and carried out with a large measure of independence.
- Career orientation: the internship offers students the opportunity to become acquainted with the job market. Students get the chance to put their expectations to the test in the working world.
- Experience in developing a work ethic and professional skills, and putting academic knowledge and skills into practice.
- Building social skills: the internship offers students the opportunity to gain experience of working relationships, conduct in the workplace, working hours, pace of work, work-related processes and work-related organisations.

In addition to the above, characteristics of research internships include:

- Initiating and conducting independent research in the context of an internship organisation that is relevant to the programme; this research is based on the needs (and/or research question) of that organisation.
- Possibly also preparation for the research that will form the basis of the thesis. The results of the research carried out during the internship can be incorporated in the thesis, but only as a supplement to the research carried out for the Master's thesis itself.

¹ These guidelines are not intended for PPE and Philosophy teaching staff. The PPE programme uses a different procedure for internships, which is described in a separate internship manual that is made available to those involved in the programme. In the Philosophy programme, no internship takes place.

1.2 Scope and duration of internship

For Bachelor's students, the internship is completed within the part of the degree programme reserved for the minor. An internship comprises a maximum of 12 EC; the remaining 18 or 24 EC of the minor are accounted for by elective courses.

For 12 EC to be allocated to an internship, a minimum of 336 hours applies, which represents a period of 8 to 9 weeks (for a full-time internship). This includes writing the internship report. Longer internships are allowed but do not yield credits that count towards the minor or the completion of the degree.

Master's students complete an internship of up to 12 EC within the space for elective courses. In a number of Master's programmes, completing an internship is compulsory. In that case, the internship precedes the Master's thesis. Research Master's students can only do a research internship worth a maximum of 12 EC. This internship can also be completed during the summer months.

1.3 Internship requirements

- The exact objectives of an internship can differ for each programme and level. However, they must always be unambiguous and communicated clearly to students before the internship begins.
- The internship must be approved by the internship coordinator before it begins.
- It is not possible to complete one internship for two separate programmes and thereby receive double the number of credits.
- A paid job the student is currently doing may not be presented as an internship.
- Students may not go on an internship at an organisation at which they are already employed in another capacity, or where they have already been on an internship in the context of another degree programme.
- Receiving an internship allowance is permitted, but depends on the organisation providing the internship.

2. Confirmation and approval of internship

The student is responsible for finding a suitable internship and having it approved by the supervisor. The supervisor is chosen on the basis of the content of the internship and in consultation with the programme's internship coordinator.

Finding a suitable internship takes time. Students should therefore be advised to start looking for internships in a timely manner. A web page containing information about doing an internship is available for students here: [Internships School of Humanities](#). This page also has information on internship opportunities abroad.

As already mentioned, doing an internship in the summer period is possible (for Research Master's students). This is, however, generally seen as a less attractive option, partly because it means supervision must also be available in the same period. This is an aspect that should be discussed with the supervisor prior to the internship.

The student notifies the internship coordinator once an internship has been found and requests approval of the internship. Once assigned, a supervisor will test whether the academic level of the internship is adequately guaranteed and whether the internship aligns with the knowledge and skills

acquired during the programme. This depends to a large degree on the nature of the work that will be performed during the internship.

The internship supervisor verifies that the internship assignment meets the requirements and that the organisation providing the internship is able to offer a sufficient level of supervision. The internship supervisor must give their approval before the start of the internship. If a student embarks on an internship before receiving the approval of the internship supervisor, the internship will be rejected by default.

2.1 Internship contract

An internship contract or internship agreement is mandatory. It establishes the formal position of the intern and must be drafted at the initiative of the student (in triplicate) once the internship has been approved. The internship contract format is used for this purpose.

The student signs the three copies of the contract and ensures they are also signed by the internship supervisor and the internship mentor at the organisation providing the internship.

They are then submitted to:

1. The [Examination Board](#) ((select form 'other requests and questions')
2. The internship mentor at the organisation providing the internship
3. The internship supervisor at the programme

After the Examination Board approves the internship, it will notify the student accordingly. The signed original is entered into the student's digital file by the Examination Board.

The student can start their internship once it has been approved by the Examination Board.

2.2 Plan of work

The **plan of work** details the practical implementation of the internship assignment, including an action plan, a timeline specifying various stages and clearly defined end products. One of the compulsory end products is an internship report. This plan of work is produced by the student in consultation with the internship mentor. This is mandatory.

No later than two weeks after the start of the internship, the student will submit the plan of work to their internship supervisor. The internship supervisor is responsible for ensuring that this plan meets academic standards and then signs it for approval. The student then submits an electronic copy of the plan of work signed by the supervisor to the Examination Board to be filed.

The plan of work must at least contain the following information:

- The student's name, degree programme and student number
- Scope of the internship assignment
- Description of the various stages of activity covering the entire period of the internship
- Duties in the context of the work carried out in the department

3. Internship supervision

The internship coordinator has the following duties/responsibilities:

- Assigning an internship supervisor to the student (based on the content of the internship);

- Mediating disputes between the trainee and the internship supervisor;
- Familiarity with the rules relating to insurance of the student during the internship. Information about this can be found on the [internship website](#).

The internship supervisor has the following duties/responsibilities:

- Determining whether the internship meets the requirements, in terms of level, scope, content and supervision;
- Arranging and archiving the internship reports;
- Assessing the internship (good / satisfactory / unsatisfactory)²;
- Consulting the internship mentor in case of questions;
- Mediating disputes between the intern and the internship mentor.

The internship mentor:

- Ensures that the trainee has the opportunity to gain useful practical experience and has access to the necessary facilities at the internship site;
- Determines the assignment and activities for the purpose of the student's plan of work;
- Has an advisory role in regards to the assessment of the internship.

Division of roles between internship supervisor (VU Amsterdam) and internship mentor (company)
In a nutshell, the division of roles between internship supervisor and internship mentor is that the internship mentor takes care of the daily supervision of the student's work while the internship supervisor takes care of supervising the internship process.

4. Internship assessment

The internship supervisor is responsible for the final assessment of the internship. This assessment is based on the following documents:

- Internship report;
- End product(s);
- Assessment by the internship mentor.

Within three weeks of the internship report being submitted, the supervisor will communicate the results of the assessment. Once the result has been determined (unsatisfactory, satisfactory or good) using the assessment form, the supervisor submits it to the programme secretariat. The completed assessment form is filed together with the internship contract and the internship report by Student Services. In consultation with the student and the organisation providing the internship, it can also be decided before the internship commences that it will only be assessed with a pass/fail. Before entering the assessment result, the administrators will check to see whether the internship contract was approved by the Examination Board and the plan of work was submitted.

If the assessment is graded as unsatisfactory, other options enabling the student to obtain the requisite credits will be determined in consultation with the internship supervisor. This could include rewriting the internship report, a substitute assignment or (as an exception) redoing the entire internship. It may also be decided that the student can obtain the 12 EC by completing two additional courses.

² Or as also stated on this page under Chapter 4, it can be decided before the internship commences that it will only be assessed with '(un)satisfied'.

Content Internship Report

The internship report should take approximately one week of the internship. The report's style and academic level will also be assessed. The report (approximately 4,500 words, excluding appendices) should include the following:

- The title page should include the names of the intern, supervisors, the internship organization, and the period.
- Introduction, objective, and work plan.
- Description of the internship organization.
- Elaboration of the internship assignment and description of the results: did the internship proceed as described in the work plan?
- Possible suggestions for improvement.
- Reflection on the transition from study to work, suitable for a broader student audience.
- Final product(s) in the appendix.

5. Other

5.1 Questions/complaints

In the event of any problems or complaints during the internship, it is vital that the student takes immediate action.

In the event of problems relating to the internship, the student must first talk to the internship mentor. After that, the student can discuss concerns or reservations about the internship with the internship supervisor. If the problem is not (entirely) solved, the student must contact the internship coordinator. The internship coordinator will then try to resolve the problem in cooperation with the student and the organisation providing the internship.

In the event of disputes between the student and the internship coordinator, the Examination Board will serve as mediator.

In the event of disputes between the student and the supervisor, the internship coordinator will serve as mediator.

Where to go with questions?

Students who are looking into doing an internship and would like general advice on internships, building a CV, applying for jobs or related topics can contact the School's Career Services: careerservices.fsg@vu.nl.

Once students have found an internship, they can contact their supervisor if they have any questions regarding their internship.

Internship supervisors can contact the programme's internship coordinator if they have any questions about the internship process and how supervision is organised within the programme.

Questions about these guidelines and policies governing internships at the School and VU Amsterdam level can be directed to the policy department of the School of Humanities: n.s.swaan@vu.nl

5.2 Internship timeline

1. It is desirable that the student contacts the internship coordinator of their specialisation in a timely manner (but no earlier than six months prior to the desired internship start date).
2. The student starts looking/applying for internships.
3. The student has been hired for an internship.
4. The student requests the internship coordinator to assign them a supervisor.
5. The student submits the internship to the internship supervisor for approval.
6. The student ensures that the agreements between the student and the internship organisation are recorded in an internship agreement/contract.
7. The student submits this internship agreement to the internship supervisor and the Examination Board for approval.
8. The student begins an internship.
9. The student drafts the plan of work no later than two weeks after the start of the internship.
10. After the internship the student writes an internship report.
11. The student hands in the internship report and the internship assessment to the internship supervisor within 15 working days after completion of the internship.
12. The internship supervisor assesses the internship and forwards the result to the administrators, including the documents.