

Section	Notes	Guideline length
1. Cover	<p>-Title and subtitle, if any: the title must be the same as on the title page.</p> <p>-Author</p> <p>-Picture (optional). Refer to source on the inside of the cover.</p>	1 page
2. Title page	<p>-Full title and subtitle</p> <p>-Author's name and student number</p> <p>-E-mail address</p> <p>-Type of internship</p> <p>-Leiden University, Faculty of Archaeology</p> <p>-Place, date and version number</p>	1 page
3. Contents	<p>List of contents with page numbers (start of chapter or subchapter)</p> <p>The list of contents gives the correct pages of all headings. All the text is numbered and subdivided into chapters and sections (e.g. 1.1). The contents, foreword and the bibliography are not numbered, but do count for the page numbering.</p> <p>The numbering starts on the title page, so the list of contents is on page 3 (right-hand page). Each chapter starts on a new page.</p> <p>Every page must be numbered.</p>	1 page
4. Introduction	<p>Briefly introduce your internship project. For example: what was the reason for the study? The prior history of the project.</p> <p>Also mention the landscape/geological and archaeological background (=settlement history).</p>	<p>1 to 3 pages</p> <p>For internships in the Netherlands: refer to Programme of Requirements including page no. Where relevant, refer to the figures in the appendix</p>
5. Main text a) Methods and techniques	<p>Methods and techniques used in the excavation/project (e.g. outline the excavation plan and measuring system); how did the surface excavation, excavation of wells etc. progress.</p> <p>For internships in the Netherlands: explain what actually happened at the excavation, not how it was described in the Programme of Requirements.</p>	1 to 3 pages
b) Project results	<p>What are the main (practical) results of the excavation so far? What was found and what is the dating? To what extent can the interpretation be established with any certainty?</p>	<p>1 to 3 pages</p> <p>Where relevant, refer to the figures in the appendix</p>
Conclusion	<p>This is the part where a (constructive) critical review of the strategies used and details of the personal learning experience can be provided.</p>	

<p>1. <i>Evaluation methods and techniques (for the Netherlands in relation to Programme of Requirements)</i></p> <p>2. <i>Substantive conclusion</i></p> <p>3. <i>Review internship</i></p>	<p>1. To what extent does the research method (methods and techniques) correspond with information provided in lectures? Think about field techniques, but also sampling and preservation. <i>For internships in the Netherlands:</i> 1b. How relevant is the research method (methods and techniques) to answering the research questions from the Programme of Requirements? Note: it is not necessary to focus on all '84' research questions; just choose two (the most important) which interest you. Also devote attention to how this research question could be answered better with different methods and techniques.</p> <p>2. What new knowledge do you feel was generated during the fieldwork? <i>For internships in the Netherlands:</i> 2b. To what extent does it correspond with the expectation as described in the Programme of Requirements/office research?</p> <p>3. Reflection on the internship address. How suitable was the project as an internship address, but more particularly: what did you learn and what would you want to learn during a subsequent internship?</p>	
<p>7. Literature</p>	<p>Use the Faculty guideline.</p>	<p>For Dutch excavations, the Programme of Requirements must at least be included in the literature references.</p> <p>It is a good idea to consult more (relevant) sources.</p>