Flowchart Research Internships – Institute of Political Science

Find an internship

Look for vacancies, e.g. on the website of Careerzone and through the Brightspace page and get your CV checked by the FSW Career Service.

Keep the requirements of Political Science for internships for credits in mind while searching for an internship! (see the Internship Manual)



Write an **internship proposal** in consultation with the practical supervisor at the organization where the internship will take place. Use the standard format that can be found on Brightspace.

Submit the (draft) internship proposal to the Internship Coordinator for a check of the requirements, at the latest three months before the internship starts. An internal supervisor from Political Science is selected in consultation between you and the Internship Coordinator.

Approval of the proposal

Get your proposal approved and signed by the practical supervisor and, in consultation with the internship coordinator, the internal supervisor. Once you get the signatures of your supervisors, the internships coordinator will send your proposal to the Board of Examiners (BoE).

The BoE gives the official approval of the internship proposal and decides whether ECTS can be provided. To be valid, four signatures are required on the proposal: from you, the practical supervisor, internal supervisor and the BoE.

If not approved, the internship coordinator provides 1-time feedback on mandatory changes, based on input from the BoE and the internal supervisor. The proposal must be approved two weeks before the start of the internship at the latest.

Sign internship agreement

Draw up an **internship agreement** together with the practical supervisor at the organization where the internship will take place. Submit the internship agreement to the internship coordinator <u>one week</u> before the start of the internship at the latest.



During the Internship period

The practical supervisor is responsible for daily supervision and practical guidance. Contact with your internal supervisor from Political Science takes place as needed.

You start with developing your draft internship report (use the standard format). The internal supervisor shall provide feedback on the draft report upon request by the student and provided that there is sufficient time for the supervisor to offer feedback (at least two weeks before the final deadline).

After the internship

Hand in the internship report (part A, B

& C, see format) to the internship supervisor and the internship coordinator two weeks after finishing the internship at the latest. The internal supervisor from Political Science grades the internship report (see the **report assessment format**).

To obtain ECTS, all elements of the report should be considered sufficient.

The internship coordinator contacts the practical supervisor for feedback on the internship and the filled-in **internship** assessment form (see format) received from the practical supervisor via the student.

- During the summer months, July and August, approvals or guidance from the Institute cannot take place.