

## Internship (A005068)

**Course size** *(nominal values; actual values may depend on programme)*

**Credits** 10.0                      **Study time** 250 h

**Course offerings and teaching methods in academic year 2023-2024**

A (Year)	Dutch, English	Gent	work placement independent work
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**Lecturers in academic year 2023-2024**

Geerardyn, Tilde	LW21	staff member
Dhooge, Ben	LW21	lecturer-in-charge

**Offered in the following programmes in 2023-2024**

	<b>crdts</b>	<b>offering</b>
<a href="#">Master of Arts in East European Languages and Cultures</a>	10	A

**Teaching languages**

English, Dutch

**Keywords**

Internship, practical experience, area of activity, national, international, languages

**Position of the course**

During your internship you get to know a specific area in the field of work, from nonprofit over business to culture, where you can apply the knowledge and skills you have obtained. In this way you will enter the job market well prepared after having obtained your MA degree.

**Contents**

The student proposes a trainee post. The coordinators suggest different (kinds of) posts beforehand. The student, the coordinators and the internship supervisor make concrete arrangements on the tasks the former will be carrying out. Both student and supervisor should benefit from the collaboration. The student is involved in the daily functioning of the host institution and in that way gets to know the job area from within. The student also learns to relate previously acquired knowledge and skills to practice and to apply them.

**Initial competences**

To have a deep (theoretical and practical) knowledge, methodological skills and critical skills within the field and matching the final competences of the Bachelor program East European Languages and Cultures.

**Final competences**

- 1 To implement the theoretical and practical knowledge obtained in a languages and cultures program
- 2 To acquire insight into the position of the internship within the field
- 3 To acquire insight into one's own competences, skills, attitudes, also outside the academic context
- 4 To deal appropriately and efficiently with the specific directives of the internship itself.
- 5 To report in oral and written form about one's own performance within the course and at the internship.
- 6 To reflect critically on one's own approach, performance and progress
- 7 To acquire insight in the mechanisms of job-searching and applying for a job

**Conditions for credit contract**

Access to this course unit via a credit contract is determined after successful competences assessment

**Conditions for exam contract**

This course unit cannot be taken via an exam contract

## Teaching methods

Independent work, Work placement

## Extra information on the teaching methods

internship (minimum 5 working weeks): 200 hours (study time) internship and 50 hours (study time) for the preparations and the report on the internship  
the range of duties will be discussed and agreed on with the internship supervisor and the internship coordinators, and need to be approved by the internship coordinators  
counselling and support through meetings with the coordinators  
guidelines on the internship portfolio  
possibility of two-weekly contact hours with the coordinators

## Learning materials and price

All necessary materials will be provided on Ufora. No additional costs.

## References

## Course content-related study coaching

The student (intern) will be supervised by a mentor at the internship location (internship supervisor). The student will be followed by the coordinators at Ghent University by means of an introductory interview, tutorials, a midterm assessment and more informal consultation moments.

## Assessment moments

end-of-term and continuous assessment

## Examination methods in case of periodic assessment during the first examination period

Oral assessment

## Examination methods in case of periodic assessment during the second examination period

Oral assessment

## Examination methods in case of permanent assessment

Professional practice, Assignment

## Possibilities of retake in case of permanent assessment

examination during the second examination period is possible in modified form

## Extra information on the examination methods

1. An evaluation by the mentor, consisting of a evaluative text and an advice for a grade that makes up 30 percent of the end grade. The mentor receives an evaluation blank with room for quantitative and qualitative feedback. Points of particular interest are communicative skills, attitude, performance (from correct language use to the application of knowledge) and growth.  
2. A qualitative and quantitative evaluation by the coordinator(s). Three aspects will be graded separately: (1) preparation for the internship (writing a cv and motivation letter, contacting the host institution, ...) (10%) (2) portfolio (internship report and reflection, 50%), (3) concluding interview (10%).

Both aspects lead to an overall grade given and motivated by the coordinators.

If the student does not pass, a second chance is offered by means of a compensatory activity between the first and second examination period: only the part 'internship report and reflection' can be resubmitted.

## Calculation of the examination mark

Four aspects will be graded separately: (1) preparation for the internship (10%), (2) score by the internship supervisor (30%), (3) portfolio (internship report and reflection, 50%), (4) concluding interview (10%).

All aspects lead to an overall grade given and motivated by the coordinators.

## Facilities for Working Students

Attendance at the workshops is compulsory because participation is also graded for the final score of the course.

Possibility to take the exam at a different time within the regular exam period.

Possibility of feedback at a different time: please make an appointment.