

## Short Internship (A005550)

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

**Credits 5.0** **Study time 150 h**

### Course offerings in academic year 2023-2024

A (Year) Dutch Gent

### Lecturers in academic year 2023-2024

Dhondt, Carmen	LW21	staff member
Van Hellemont, Corine	LW21	staff member
Longman, Chia	LW21	lecturer-in-charge

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

	<b>crdts</b>	<b>offering</b>
<a href="#">Master of Arts in Gender and Diversity</a>	5	A

### Teaching languages

Dutch

### Keywords

Internship, work field

### Position of the course

The students learn to link knowledge and insights, built up in the theoretical and thematic courses of the master's program, to practical experience. Students who opt for a short internship (5 ECTS), work for a limited period of time (3 weeks) in a company or organization, where they contribute to a specific project, help carry out a specific research and / or report.

- The emphasis of the internship is on the student's independence.
- The internship can only start if there is an internship agreement between the internship place and Ghent University.
- See internship manual for additional information and mandatory procedure.

### Contents

The internship is a first introduction to the professional field and offers students the opportunity to gain practical experience during their studies.

In the short internship, this means that students, in addition to participating in the operation of the organization, relate their observations of the concrete operation and activities of the organization to the theoretical insights acquired during the training. The internship thus aims to further refine the knowledge and skills acquired during the training through practical professional experience. The students will also further develop their learned skills and attitudes. Under the guidance of a mentor at the internship, they learn one or more issues related to gender and / or diversity.

At the end of the internship, a detailed internship report is written, in which the student analyzes and reports based on gender and diversity theoretical frameworks.

### Initial competences

The students are sufficiently critically reflexive and have a basic knowledge of gender and diversity theoretical frameworks.

The internship may not end before the compulsory three program courses have been taken.

### Final competences

- 1 Ability to quickly settle into the organisation

- 2 Ability to work independently according to the possibilities offered by an organisation.
- 3 Ability to communicate information, ideas, problems and solutions to both specialists and non-specialists
- 4 Ability to independently complete (an) assignment(s) for the Internship Host Organisation (link between knowledge, insights, concepts and practice).
- 5 If applicable: ability to initiate problem-based research or a specific project; to set up or initiate a practical study; to plan an assignment correctly, to follow it up and to monitor it; if applicable, ability to use appropriate data processing techniques.
- 6 Ability to cope with insecurities and the limits of knowledge.
- 7 Ability to develop a reflexive and pluralistic attitude that displays a critical academic curiosity and openness in terms of gender and diversity.

- 8 Ability to independently edit a synthetic final report (writing an internship report).

#### **Conditions for credit contract**

This course unit cannot be taken via a credit contract

#### **Conditions for exam contract**

This course unit cannot be taken via an exam contract

#### **Teaching methods**

Lecture, Independent work, Work placement, Peer teaching

#### **Extra information on the teaching methods**

The following teaching methods are used:

- Lectures: during the start day, general information is given about the goal and the course of the internship. Subsequently, specific practical questions are answered about national and international internships.
- Internship in professional practice (90h)
- Microteaching: students present their internship content and progress and give each other feedback during (online/live) peer-to-peer moments in a limited group
- Independent work refers to setting up and developing a specific internship assignment (eg specific project, research, policy support report), keeping the logbook and editing the internship report.

#### **Learning materials and price**

Internship manual

Estimated cost: Transport costs depending on the distance between the internship location and residence / place of residence. Students can obtain a certificate for NMBS (National Railway) via FSA (faculty student administration).

#### **References**

See the website of the study program under 'internship': <http://www.mastergenderendiversiteit.be>

See the electronic learning platform UFORA (<https://ufora.ugent.be>).

#### **Course content-related study coaching**

- Support via organized information moments and UFORA (<https://ufora.ugent.be>).
- Guidance in the selection of the internship place and determining the internship assignments
- Guidance during the internship intervention moments
- Supervision by internship mentor

#### **Assessment moments**

continuous assessment

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

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

#### **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

**Extra information on the examination methods**

- The portfolio is aimed at systematically documenting the internship activities carried out in the light of the agreed internship assignments. This is done via an online log. In addition, after completing the internship, the student writes an internship report of max. 4,000 words, excluding references and appendices (see internship manual for more information).
- Behavioral evaluation in the workplace refers to the assessment (on the basis of an evaluation form) of the internship mentor.

**Calculation of the examination mark**

Two marks count for the final evaluation:

- 1 The behavioral evaluation in the workplace counts for 40% of the points (see assessment criteria in the internship manual).
- 2 The portfolio and internship report count for 60% of the points (see assessment criteria in the internship manual).

Students must pass part 2 and obtain at least a deliberable mark on part 1 to pass.

**Facilities for Working Students**

Under certain conditions, working students may qualify for:

- replacement assignment if the current job description includes sufficient and clearly demonstrable gender and diversity assignments (see internship manual for application procedure)
- internship in their organization of employment if the current job description contains none or insufficiently demonstrable gender and diversity assignments (see internship manual for conditions).