

## Internship (A005577)

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

**Credits** 10.0                      **Study time** 300 h

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

A (year)                      Dutch                      Gent                      work placement

**Lecturers in academic year 2023-2024**

Adriaens, Freek	LW06	staff member
Benzing, Carolin Juliane	LW22	staff member
Bulcaen, Chris	LW07	staff member
Vandenberghe, Roxane	LW06	staff member
Ghyselincx, Zoë	LW07	lecturer-in-charge
Ilioiaia, Mihaela	LW06	co-lecturer

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

	crdts	offering
Master of Arts in Linguistics and Literature (main subject Dutch)	10	A
Master of Arts in Linguistics and Literature (main subject Dutch - English)	10	A
Master of Arts in Linguistics and Literature (main subject Dutch - French)	10	A
Master of Arts in Linguistics and Literature (main subject Dutch - German)	10	A
Master of Arts in Linguistics and Literature (main subject Dutch - Greek)	10	A
Master of Arts in Linguistics and Literature (main subject Dutch - Italian)	10	A
Master of Arts in Linguistics and Literature (main subject Dutch - Latin)	10	A
Master of Arts in Linguistics and Literature (main subject Dutch - Scandinavian Studies)	10	A
Master of Arts in Linguistics and Literature (main subject Dutch - Spanish)	10	A
Master of Arts in Linguistics and Literature (main subject English)	10	A
Master of Arts in Linguistics and Literature (main subject English - German)	10	A
Master of Arts in Linguistics and Literature (main subject English - Greek)	10	A
Master of Arts in Linguistics and Literature (main subject English - Italian)	10	A
Master of Arts in Linguistics and Literature (main subject English - Latin)	10	A
Master of Arts in Linguistics and Literature (main subject English - Scandinavian Studies)	10	A
Master of Arts in Linguistics and Literature (main subject English - Spanish)	10	A
Master of Arts in Linguistics and Literature (main subject French)	10	A
Master of Arts in Linguistics and Literature (main subject French - English)	10	A
Master of Arts in Linguistics and Literature (main subject French - German)	10	A
Master of Arts in Linguistics and Literature (main subject French - Greek)	10	A
Master of Arts in Linguistics and Literature (main subject French - Italian)	10	A
Master of Arts in Linguistics and Literature (main subject French - Latin)	10	A
Master of Arts in Linguistics and Literature (main subject French - Scandinavian Studies)	10	A
Master of Arts in Linguistics and Literature (main subject French - Spanish)	10	A
Master of Arts in Linguistics and Literature (main subject German)	10	A
Master of Arts in Linguistics and Literature (main subject German - Greek)	10	A
Master of Arts in Linguistics and Literature (main subject German - Italian)	10	A
Master of Arts in Linguistics and Literature (main subject German - Scandinavian Studies)	10	A
Master of Arts in Linguistics and Literature (main subject German - Spanish)	10	A

Master of Arts in Linguistics and Literature (main subject Greek)	10	A
Master of Arts in Linguistics and Literature (main subject Iberian-Romance Languages)	10	A
Master of Arts in Linguistics and Literature (main subject Latin)	10	A
Master of Arts in Linguistics and Literature (main subject Latin - Greek)	10	A
Master of Arts in Linguistics and Literature (main subject Latin - Italian)	10	A
Master of Arts in Linguistics and Literature (main subject Latin - Scandinavian Studies)	10	A
Master of Arts in Linguistics and Literature (main subject Latin - Spanish)	10	A
Master of Arts in Linguistics and Literature (main subject Scandinavian Studies)	10	A

### Teaching languages

Dutch

### Keywords

Internship, professionalization, employability

### Position of the course

The internship is an elective course in the master and amounts to 240 hours of internship in a professional context. Through the internship, students can gain a field experience and apply the taught competences in language and literature. An internship in both the profit and non-profit sector can be chosen. Knowledge of Dutch is necessary to do an internship in Belgium or the Netherlands.

### Contents

Internship activities may include:

- Oral and written communication, in Dutch and/or foreign languages
  - Translating to and from Dutch
  - Editorial work for various media and purposes
  - Research work: collecting, processing, synthesizing, analyzing information
  - Project operation: participating in the preparation of new projects
  - Language advice
  - Language training: e.g. short, intensive language course for employees of the internship
  - Intercultural competences: e.g. advice on intercultural aspects and sensitivities

The internship includes 240 hours. The internship can be taken in concentrated form during the lesson- and exam-free period in January-February or during the summer holidays. The internship can also be carried out over a longer period of time.

Students are allowed to apply for internships themselves. A list of traineeship partners of the programme will also be available.

After the selection of the internship, the student, internship mentor of the internship and internship supervisor of Ghent University put together an internship assignment and job description. After this, the official internship contract can be signed.

Halfway through the internship we schedule an interim evaluation interview. Feedback from the internship will be discussed in this conversation. Any difficulties during the internship can be raised earlier.

After the internship, the student draws up an internship report of 5000 words containing (1) a description and analysis of the internship, (2) a report of their own internship activities and (3) a critical reflection on your internship activities. Annexes may be added to the report. The internship report is written in Dutch.

### Initial competences

Bachelor degree

### Final competences

- 1 Being able to integrate yourself into the broad field of work in order to choose a suitable career, depending on your own interests
- 2 Be able to adopt a professional and deontological attitude
- 3 Being able to implement (theoretical) knowledge
- 4 Gain insight into one's own competencies, skills and attitudes
- 5 Integrate into a team and participate in daily operations
- 6 Being able to deal with feedback in a constructive way
- 7 Be able to report on the work performed in a structured way, both orally and in writing
- 8 Being able to critically reflect on one's own actions, the learning process and the role as a

linguist and literary scholar within a professional environment

#### **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**

Work placement

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

#### **References**

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

The student is supervised in the internship by an internship mentor and followed up at Ghent University by the managers of the course by means of an introductory interview and an interim evaluation interview. Internship coordinator is Chris Bulcaen.

#### **Evaluation methods**

continuous assessment

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

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

#### **Examination methods in case of permanent evaluation**

Professional practice, oral assessment, assignment

#### **Possibilities of retake in case of permanent evaluation**

examination during the second examination period is possible in modified form

#### **Extra information on the examination methods**

Three factors will be taken into account for the evaluation of your internship.

1. An evaluation by your internship mentor at your internship, expressed in an evaluative text and a score out of 20. The overall evaluation is supported by a questionnaire that takes into account three aspects: knowledge, attitude and skills and quality of the internship assignment. Evaluation form can be found on Ufora.
2. The quality of the internship report. The internship report is written in Dutch (regardless of the language used at the internship), according to an imposed structure. Critical reflection occupies an important place in this reporting. See internship guide.
3. A final interview with the stage coordinator.

#### **Calculation of the examination mark**

Non-period-related evaluation (100%): the final score is calculated based on the behavioral evaluation on the work floor by the internship mentor (50%), the submitted internship report (40%) and the final interview (10%).

If you do not participate in one or more of the forms of evaluation, you cannot pass the whole of the course and the final grade is reduced to the highest non-deliberable grade (9/20) if the final grade is higher.