

MSc 4Cities Internship

Course code

- VUB: 4021214ENR

Objective

The objective of the internship is to gain experience in a working environment that is relevant to urban studies, such as an NGO, local government administration, consultancy firm or European network or institution. You can also choose to do a research-oriented internship by working in a university department or another research institution. You are expected to develop and/or work on a concrete and clearly defined project within the organisation. Performing a limited amount of daily operational tasks can be part of the internship, but this cannot constitute the core of the internship. Two supervisors will monitor and evaluate the internship process: one university supervisor and one supervisor at the internship organisation.

Learning outcomes

At the end of the internship, you should:

- be able to effectively use your academic skills in a work environment;
- have developed the right social skills to function effectively and collegially;
- be able to report in a professional manner.

Evaluation

After the completion of the internship, you are expected to write an internship report (50 % of the total grade). This report will be evaluated by the university supervisor. The supervisor at the internship organisation is expected to fill in an evaluation form on the internship process and the quality of the work conducted by you (50 % of the total grade). The evaluation form will be provided to facilitate assessment and standardize the assessment process. This form will be jointly evaluated by both supervisors (internship organization and university). See the Annex for the evaluation form template.

Internship report requirements

Objectives:

The internship report is neither a dissertation nor a diary. It is an activity report that clearly specifies the tasks and tasks performed by you and the context in which your internship took place. The report must allow you to take stock of the internship and the experience gained, from a critical point of view (achievements, limits, ...).

Content:

In the internship report, you describe the practical and concrete experience of the internship. As the internship is part of an academic curriculum and should contribute to the realization of the learning outcomes of the MSc 4Cities, the internship report should respect at least the following scientific requirements:

- Maintain a critical distance from the activities and situations reported;
- Mobilize, where appropriate, correctly cited research-based sources to support the observations developed in the report;
- Pay attention to proper spelling, grammar, structure, etc.

The report should not exceed 10 pages (excluding annexes) and should be structured as follows:

- Cover page listing your name, student number and e-mail address (VUB), internship location, name and e-mail of your internship host supervisor, and internship period;
- Max. one-page summary at the beginning of the document;
- Table of contents indicating the structure of the report;
- Introduction in which you briefly present the internship host organization and explain and justify your choice of internship;
- Activity report. Describe the concrete tasks performed, but try to put these also in the context of both the host organization and the learning outcomes of the MSc 4Cities internship: in what ways could you effectively use your academic skills in this work environment? Did the internship enable you to further develop the right social skills to function effectively and collegially? And to what extent has the internship allowed you to further improve your skills to report professionally on urban issues?
- A critical (personal) analysis of how the internship host organization is functioning: in what ways and to what extent did the internship host offer sufficient and quality support for your internship? What did you learn through your internship practice about the everyday functioning of the organization? Who will benefit from what you realized during your internship? Do you have concrete suggestions for improvement (overall organization and/or specifically in relation to the hosting of interns)?
- Conclusion.

- Optional: a bibliography (list of references used to support the content of the report);
- Optional: annexes. Feel free to add documentation that you deem relevant. This can be e.g. output created by you during your internship or documents produced by the organization that are related to your internship focus.

Submission deadline:

Please submit your internship report no later than four weeks after the last day of your internship. You are expected to upload your internship report to the Internship course environment on Canvas.

Please note the timing of the exam periods: if you do your internship in the first semester, submit your report before the 15th of January. If you do your internship in the second semester, submit your report before the 15th of June. This will allow us to evaluate your report (and the evaluation form filled in by the internship host) and to submit the grade in time before the closure of the exam period.

Annex: Internship Evaluation Form (to be filled in by the internship host supervisor)



MSc 4Cities Internship Evaluation Form

This evaluation form is designed primarily to provide feedback on the performance of the student. In order for us to best assess the internship experience, we ask that you complete this form and send it to the internship coordinator of the Vrije Universiteit Brussel at the end of the internship period: Bas van Heur (bas.van.heur@vub.be).

Note: in order to allow for an objective assessment, this internship evaluation form will not be shared with the student intern.

Supervisor information

Name:	
Job title:	
Organization:	
E-mail address:	
Phone number:	

Student information

Name:	
Starting date (DD/MM/YYYY):	
Completion date (DD/MM/YYYY):	
Average hours per week:	

Internship position description *(please give a brief description of the student's duties)*

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Assessment *(please evaluate the student intern on the following items)*

	Excellent	Very good	Good	Satisfactory	Unsatisfactory	Not applicable
Behaved in a professional manner						
Oral communication skills						
Written communication skills						
Ability to work with others						
Ability to adapt to a variety of tasks						
Attention to accuracy and details						

Capable of setting priorities						
Willingness to ask for help and guidance						
Creative and problem-solving						
Quality of work delivered						

Narrative assessment
Describe the ways in which the intern's performance benefited your organization.
What do you consider to be the intern's key strengths?
In what areas does the intern need to improve?
To what extent was the urban studies training of the intern of added value to your organization?
About the internship experience for the organization
Do you have any suggestions for improving our MSc 4Cities internship programme?
Based on your experience, would you supervise other MSc 4Cities student interns?