

Vesalius Internship Programme

Spring 2021 Catalogue



Vesalius College
Brussels

In affiliation with



Regulations for Study Abroad Students

For Study Abroad Students

- Before applying, students must have obtained prior approval from their home university for transferring the internship grade and credits back to their home university transcript
- For a single internship, students have to work a minimum of 150 hours at the internship partner and they will earn 6 ECTS (equivalent to 3 US credits), which means about 14 hours a week during the Spring or Fall semesters.
- Interns may not receive financial remuneration for the internship
- The internship will be related to the student's major
- Students must check the internship catalogue for the semester during which they want to undertake the internship and choose up to three offers
- Students must abide by the internship programme deadlines published on Vesalius College website at www.vesalius.edu/academics/vesalius-internship-programme/info-for-students/deadlines/
- The resume and the cover letters must each be 1-page long and must be reviewed by the home university prior to submission to Vesalius College
- The internship application must be submitted online. <https://goo.gl/forms/DToalaRmYdTtyv2f2>
If you have any questions, please contact us at internships@vesalius.edu
- Late applications will not be considered
- Vesalius College will not accept failure of grade transfer as a valid excuse to withdraw from the internship programme
- Students must indicate their cumulative GPA on the resume
- Students must be aware that due to the highly competitive nature of the internship programme, there is no guarantee that they will be selected for the internships to which they have applied
- If selected for interviews students must carefully prepare for the interview, most interviews will take place via Skype
- Prior to their interviews, students must acquire and activate a SKYPE ID and add it on their internship application form
- Once students have started an internship, they may not withdraw from it except under extraordinary circumstances, and then only with permission of the Study Abroad and Internship Office.

Internship Procedure

- Students read the internship profiles and select the three internships that most interest them
- Complete the online application and upload all the documents required. Before completing this online form, please make sure that you have followed the information and files below ready:
 - o Skype ID
 - o A resume
 - o Three cover letters (each tailored to a desired position/job description)
 - o A recommendation letter from a University Professor
 - o A signed copy of the Internship Regulations and Code of Conduct. Find it on the following link: <https://www.vesalius.edu/academics/vesalius-internship-programme/info-for-students/regulations-for-veco-students/> (**VeCo Students**) and <https://www.vesalius.edu/academics/vesalius-internship-programme/info-for-students/regulations-for-sa-students/> (**Visiting Students**).
 - o A certificate of no criminal conviction (if required and indicated in the internship description)
 - o The resume and cover letters must each be 1-page long.

*Please note: any documents (CV, cover letter, etc.) should be sent in the following format: LastName_FirstName_TitleOfDocument. Ex.: Sanders_Peter_CoverLetterforNewEurope

- If internship partners are interested in the profiles received, the internship team will arrange interviews between the candidates and the organizations/companies

- The intern and the internship partner will agree together upon a work schedule

- **If an internship partner offers a candidate the internship, he/she should accept or decline the offer within 24 hours**

During the Internship

- Students will be assigned to an internship supervisor at the company and an internship advisor at the College (a Professor)
- For the Spring and Fall internship, interns are expected to work for an average of 14 hours a week until the completion of 150 hours
- Interns must introduce themselves to their internship advisors via email and provide them with their contact details in the first week
- Interns must keep a log of hours worked, signed by the internship supervisor
- Half way through their internship, students must arrange a meeting with their internship advisor, and complete a mid-term Self-Evaluation form
- Interns must keep their internship advisor and Internship Coordinator aware of any problems or difficulties that arise during the internship.

After the Internship

- Students must hand their log of hours worked to their internship advisor
- They must write a report (2000-2500 words) about their internship experience

Dates and Datelines

Spring 2021

16 November 2020	Last day to apply online
23 - 27 November 2020	Notification of interviews
18 or 25 January 2021	First day of internships: During 1st week of classes, if you are offered an internship, please check if you have registered to the internship course (INT381G) on the online registration form. If not, you will have to fill out a "Drop/Add" form to confirm you are taking the internship.
01 - 05 March 2021	Mid-term meeting with Internship Advisor
6 May 2021	Last day of internships
9 May 2021	Submit final report no later than this date

Student Report Guidelines

At the conclusion of the internship, interns have to write a report between 2000-2500 words. The grade will be based upon the daily log of hours, the internship supervisor's evaluation, and the above mentioned report.

The report should demonstrate academic rigour in content and style. It is a personal record of what interns learned and experienced during the internship. The report has to include:

- A description of the organisation/company. Please note that a simple copy and paste from the organisation's website will not be accepted
- A description of the projects and tasks carried out by the company department where the intern worked
- An evaluation of the work done by the intern and of how beneficial the intern's work has been for the organisation
- A list of activities undertaken during the internship including: a) supervisor's name, b) intern's responsibilities, c) a detailed description of the intern's main tasks and projects, specifying the assigned task as well as the area where the intern excelled and encountered challenges
- An analysis, supported by relevant examples (both positive and negative), of the experience had during the internship; i.e. what was it like to work there?
- An evaluation of the internship as a learning experience in terms of: a) pre-professional training, b) responsibilities, c) teamwork, and d) psychology of the workplace

The report has to be in line with Vesalius "house style":

- Cover sheet with a centred title: Internship at (Internship Partner Name), and at the lower left of the page: your name, the internship code, your Internship Advisor's name, and the semester and year (i.e. SPRING 2021) on four separate lines
- Standard 12-point font, double-spaced throughout, indentation of 5 spaces for new paragraphs, and pagination at upper right
- Attachments and annexes should be clearly labelled and their purpose explained
- If you are unsure about the Vesalius "house style," please check with your internship advisor

The report is an academic document, and it has to be written in a clear style and in an academic tone. Students are expected to proofread the report for grammar, punctuation and spelling. Reports that are deficient in any of these areas will be returned for revision, please note that the grade for the internship could be impacted negatively by any delay in the submission of revised reports.

Internship Partners by Major

	BUS	COM	IA	LAW
VeCo - DIPPO	X	X	X	
VeCo - International Affairs Department I			X	
VeCo - International Affairs Department II			X	
VeCo - Communication & public relations Department		X		
Alexandre DANG Studio / Solar Solidarity International (AISBL)	X	X		
Accessible Art Fair	X	X		
Cross-Border Commerce Europe I	X	X		
Cross-Border Commerce Europe II	X	X		X
DBC Europe SA	X	X	X	X
Esperity	X	X		
EUCORD	X	X	X	
EU Observer	X	X	X	
Euro Jobsites I - Marketing Research	X	X	X	X
Euro Jobsites II - Legal Marketing		X		X
Europe For Business	X	X		
The Commission for Educational Exchange between the United States of America, Belgium and Luxembourg (Fulbright)		X	X	
Jonathan Prince Studio/ Berkshire House	X	X		
Laffineur Law Firm			X	X
Make Mothers Matter EU Delegation		X	X	X
SolarPower Europe	X	X		
Spacehuntr	X	X		
The Synergist & Mothers At Risk (Joint Internship)		X	X	X
Twipe Digital Publishing	X	X	X	
United Nations Principles for Responsible Management Education (UN PRME) WG Business for Peace	X	X	X	X