

# INTERNSHIP GUIDE

## for Internship Host Organisations

### 2022-2023

**SHORT INTERNSHIP (12 WORKING DAYS) & LONG INTERNSHIP (24 WORKING DAYS)**

Compiled by

DR. CORINE VAN HELLEMONT

Lecturer-in-charge

PROF. DR. STÉPHANIE KOZIEJ

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contains some clarifications / no fundamental changes vis-à-vis the previous version.

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## INTRODUCTION

The course unit 'Internship' of the interuniversity Master in Gender and Diversity is an integration course unit. An integration course unit is a course unit in which students apply and further develop the knowledge, insight, competencies and attitudes that they acquired in the Master's course units during the internship. Students should therefore not end their internship period before having done the compulsory Master's course units in the first semester, in this case not before mid-December 2019 (except for students who spread their Master's programme across two years).

Students may choose between a short internship or **REFLECTIVE INTERNSHIP** of 12 working days and a long internship or **PARTICIPATORY INTERNSHIP** of 24 working days.

### *Reflective internship*

90 actual hours – 12 working days (3 weeks/150 hours study load/5 ECTS)

### *Participatory internship*

180 actual hours – 24 working days (6 weeks/300 hours study load/10 ECTS)

### *Learning outcomes*

- Ability to quickly settle into the organisation.
- Ability to critically reflect on the organisation (link between knowledge, insights, concepts and practice).
- Ability to independently edit a synthetic final report (writing an internship report).
- Ability to cope with insecurities and the limits of knowledge.
- Ability to develop a reflexive and pluralistic attitude that displays a critical academic curiosity and openness in terms of gender and diversity.
- Ability to execute clear-cut (partial) assignments set by the organisation, through independent self-guidance.

### *Teaching methods*

Independent work.

### *Evaluation methods*

Assessment on the basis of a reflection paper (60%) and the evaluation of the Internship Host Supervisor (40%).

## Internship assignments

The internship placement should provide students the opportunity to gain their first work experience in a professional environment during their studies. In the internship, work experience entails the student's active involvement in the functioning or activities of the organisation or institution concerned. This means that the student contributes to a specific project, conducts a particular investigation or writes a report which supports the policy. The internship placement is intended to help students refine and develop their knowledge and skills in a practical professional setting. The student will also further develop his/her acquired skills and attitudes. Throughout the internship and under the guidance of the Internship Host Supervisor, the student shall study a question on gender and/or diversity and perform his/her own task.

See below some examples of internship assignments that you can agree on together with the student, before the start of the internship:

ASSIGNEMENTS	SOME EXAMPELS [incomplete list]
Observation	Eg. attending meetings, workshops, events, debates or other activities without requiring direct active input from the intern – (in real life or virtual).
Research	Eg. preparatory desk research (eg. looking for contacts, sources), literature review, problem-based qualitative research (interviews, group discussions, data analysis, ...), problem-based quantitative research (surveys, experiments, data analysis, ...)
Editing	Eg. Writing/editing of research report(s), (web)editorial(s), report(s) of meetings/workshops/events/debates.
Training	Eg. Giving workshops / training, PowerPoint presentations, lectures/courses, being a panel member or debate moderator ((in real life or virtual).
Development	Eg. Developing an awareness product or instrument (educational game, test, calendar, poster or flyer, PPT, website or webpages), develop / prepare a social media (annual) plan.
Coordination	Eg (helping) prepare / coordinate workshops, events, debates, series of lessons, meetings, consultation/coaching moments, project management and planning.
Coaching	Eg. Coaching/guidance/advice assignments of external actors (eg. persons who seek advice from outside the institution); coaching/guidance/advice assignments of internal actors (own staff)- (in real life or virtual)
Other	Eg. A written report of the results of the internship tasks for the members of the organisation. Presenting / explaining the main results of the internship tasks and / or research carried out at the internship location, to the members of the organisation or beyond (eg at a congress or conference).

## TERMS AND CONDITIONS

Any institution, organisation or company (hereafter *Internship Host Organisation*) may offer an internship to Master's students Gender and Diversity.

The first condition is that the Internship Host Organisation needs to appoint an Internship Host Supervisor (hereafter *Internship Host Supervisor*) within his/her/x institution, organisation or company who will provide ongoing support to the Intern.

The second condition is that the Internship Host Organisation provides in non-pandemic times for an in situ workplace for the student-intern and limits telework or working from home to a maximum of 50%. In pandemic times 100% working from home is allowed.

## RIGHTS AND DUTIES

Please download PDF<sup>1</sup> at: → [Rights\\_and\\_duties.pdf](#) 

## OFFERING AN INTERNSHIP

Institutions, organisations and companies preferably provide the Internship Coordinator of the Master in Gender and Diversity with an internship vacancy. The vacancy includes a description of activities to be undertaken by the Intern(s) and the required profile of the prospective Intern(s). It goes without saying that the activities undertaken during the internship should be aligned to the competencies of the Master's programme Gender and diversity of the student.

The Internship Host Organisation is not required to send a job vacancy of the internship. Institutions, organisations and companies are only allowed to pass on their contact details to the Ghent University Internship Coordinator. If they wish to apply for the job, Master's students should prepare their CV and cover letter and indicate the period and duration of the preferred internship. Students may propose a topic around which they want to work, whether or not linked to the topic of their master's dissertation.

A structure widely used for internship vacancies is as follows:

Internship vacancy [SUBJECT] at [NAME ORGANISATION/COMPANY/department]

- Who are we?
- What do we do?
- What do we offer?
- Profile of the prospective Intern
- Tasks of the prospective Intern

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<sup>1</sup> <https://www.ugent.be/student/en/class-exam-exchange-intern/internship/intern-practical/contract/rights-duties-interns.pdf>

- Period and duration of the internship (180 hours or 90 hours)
- Location(s) of the internship
- Contact/additional information
- How to apply?

### *Internship period*

The course unit 'Internship' of the Master in Gender and Diversity is a full-year course unit. This means that students may do an internship over the two terms of one academic year. The Internship Host Organisation and the student may agree, for instance, to do the internship one day a week throughout several weeks. It is also possible to do the internship for several consecutive days, if the student's curriculum so allows. Depending on the tasks of the internship, the Internship Host Organisation and the student may agree in joint consultation on an alternate work schedule. For instance, one week on Monday and the next on Wednesday, or one day in the morning, the other in the afternoon and then another day in the evening.

NOTE: an 'alternate work schedule' in no way means a Day and Hour Schedule that can change on the go all the time. The Day and Hour Schedule should support both the Intern and the Internship Host Supervisor.

If necessary, Interns are allowed to work from home. However, the proportion of telework may never be more than one tenth of the internship period. After all, one of the objectives of the internship is for Interns to get acquainted with the workplace. An exception to the one tenth rule is only allowed provided that the Ghent University Internship Coordinator of the Master in Gender and Diversity gives his/her approval (for instance, to students with special facilities or special research projects).

### *Facilities working students*

Under certain conditions, working students with recognized status may be eligible for a replacement assignment (facility A) or do an internship at their place of employment (facility B). Facilities A and B are of course only possible with the agreement of the employer, i.e. you.

Facility A: the Gender & Diversity working student is already employed by you and his/her/their regular job content consists of a gender and diversity task package for at least 50% FTE. The student's replacement assignment will then consist of an in-depth reflection on these gender & diversity tasks by means of the epistemological frameworks acquired during the student's master's programme. If necessary, a confidentiality clause will be signed between Ghent University and the company or organization where the student benefits from Facility A.

Facility B: the Gender & Diversity working student is already employed by you, but his/her/their regular job content has little or nothing to do with gender and/or diversity. Then, the working student usually does an internship at another department within your company or organization that does work on one or more gender and/or diversity projects. However, the position of internship mentor may not be taken up by the student's regular manager.

## INTERNSHIP PROCEDURE

As soon as the Internship Host Organisation has selected a prospective Intern, the student will start his/her internship procedure. During this procedure, an Internship Agreement is made and the rights and obligations of all three parties are stipulated in the Agreement.

The three parties are:

1. the student
2. the Internship Host Organisation where the student is doing the internship
3. Ghent University (represented by the Internship Coordinator of the Master in Gender and Diversity)

Only when students have gone through the entire internship procedure and when the Agreement has been signed by all three parties, can students start their internship. It is only then that student Interns are insured and legally protected by Ghent University.

### *Five-part Internship Agreement*

The Intern presents the Internship Agreement to the Internship Host Organisation for signature. The Agreement includes five documents:

1. the Internship Contract
2. the document Rights and Duties <sup>2</sup>
3. the document stipulating the Internship Learning Outcomes and the mutually agreed activities to be undertaken during the internship
4. the document with the mutually agreed Day and Hour Schedule
5. Risk Assessment.

### *Insurance internship*

If the Internship Agreement is signed by all parties, then the Intern benefits from Ghent University insurance cover throughout his/her internship placement. Ghent University has taken out collective policies and pays insurance premiums for industrial accidents and public liability.

However, students who are doing an internship in their own company, are not covered by the Ghent University Insurance. They will be covered by the insurance of the company with whom they have signed an employment contract.

More information about insurances from the Legal Office at Ghent University can be found [here](#) (Dutch only). For more background information about the legal framework for workplace health surveillance, please click [here](#) (Dutch only).

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<sup>2</sup> To read and/or download this document (in Dutch only) on the Ghent University website, please click [here](#).

## ***Changes Internship Agreement***

If the Internship Agreement (i.e. the contract which has been filled in by the student in advance) has not yet been signed, the parties may make changes to all three copies of the agreement in ballpoint pen and initial them. These changes may include the start and end date of the internship, the name of the Internship Host Supervisor or an address.

If the Internship Agreement has already been signed by the three parties, then the Interns should make the changes to all three copies of the agreement in ballpoint pen and initial them. For Ghent University, it is not necessary for the student to visit the Ghent University Internship Coordinator in person. Approval sent by email by the Coordinator will suffice. Students should address their email to the Ghent University Internship Coordinator, put their Internship Host Supervisor of the workplace in CC and mention the changes, such as the start or end date of the internship, the addition or removal of a learning outcome or an internship task.

The Intern and the Internship Host Supervisor will discuss in joint consultation whether or not the Intern is allowed to be absent for a day and to substitute that day for another moment. To avoid any oversights, the Intern shall email this 'substitution' to the Internship Host Supervisor. Students should also record the 'substitution' in their electronic log of Ghent University. If there is any dispute concerning, for instance, Insurances or other problems related to the agreed internship tasks, the emails and log messages serve as proof.

## **THE COURSE OF THE INTERNSHIP**

### ***Assignments of the Internship Host Supervisor***

The Internship Host Supervisor is the person responsible for the Intern's ongoing guidance. He/She determines when a (partial) task is assigned to the Intern, in accordance with the predetermined Day and Hour Schedule. The Intern may obtain confidential information when performing the tasks and/or activities set out by the Supervisor and should treat this information with complete confidentiality.

The Intern is expected to work independently and actively to be an asset to the organisation. The Internship Host Supervisor agrees to provide support to the Intern and to offer him/her sufficient and adapted learning possibilities. He/She will hold regular reviews and appraisals about the Intern's progress.

### ***Log***

During the internship, Interns keep a personal log on the online learning platform of Ghent University. In this log and preferably after each working day, they write down the activities that they performed, the learning experiences that they gained, and the critical and academic reflections that they made.

The Internship Host Supervisor can ask the Interns to email him/her a copy, or at least a summary of the log, after each working day or week.



### *Problems during the course of the internship*

If necessary, both the Internship Host Supervisor and the Intern may seek support from the Internship Coordinator of the Master in Gender and Diversity. This is not mandatory. However, it is important that the Internship Coordinator of the master's programme is consulted if, for any reason, things are not going smoothly during the internship. All three parties will then sit together to discuss how to improve the situation.

## EVALUATION

Two marks are factored in as part of the final evaluation.

1. Evaluation of the Internship Host Supervisor at the workplace (40% of the marks). This is done by means of an evaluation form (see below), taking into account the following aspects: communication skills, attitude, motivation, application, ability to work independently and/or carry out research, responsibility, commitment, and quality of the tasks carried out. If necessary, the evaluation can be complemented by additional comments or a personal conversation between the Master's Internship Coordinator and the Internship Host Supervisor.
2. Evaluation by the lecturer-in-charge of the internship course unit and the Internship Coordinator of the Master in Gender and Diversity (60% of the marks) on the basis of a reflection paper. This is done in due consideration of the process (the evolution that the student went through, the trajectory of the internship, the 'growth' of the Intern) as well as the final product (the quality of the report) and the student's personal attitude (for instance, punctuality).

On the grounds of these two factors, students are granted a mark out of 20.



INTERUNIVERSITAIRE MASTEROPLEIDING  
**GENDER&DIVERSITEIT**  
 UGENT – VUB – KU LEUVEN – UANTWERPEN – UHASSELT  
 MASTER IN GENDER EN DIVERSITEIT / MASTER OF ARTS IN GENDER AND DIVERSITY



## Evaluation form Internship Host Organisation

The Internship Host Supervisor should complete this evaluation form. Once completed, this form must be returned electronically to the Ghent University Internship Coordinator ([corine.vanhellemont@ugent.be](mailto:corine.vanhellemont@ugent.be)) (tel. +32 9 264 37 03, MS TEAMS)

*NOTE: The Internship Host Supervisor may also use copies of this form to give regular feedback on the Intern's progress.*

Evaluation form Internship Master Gender & Diversity - 2022-23	
Student-Intern Name:	
Host organisation / company:	
Start and end date of internship (from [dd/mm/yy] until [dd/mm/yy]):	
Name of Internship Host Supervisor:	
Email of Internship Host Supervisor:	
Ghent University Coordinator: Corine Van Hellemont ( <a href="mailto:corine.vanhellemont@ugent.be">corine.vanhellemont@ugent.be</a> )	

Evaluation criteria	Score	Description
Insufficient	<=6	The student's competencies do not meet the criteria. There is still plenty of room for improvement.
Almost sufficient	7-9	The student's competencies do not meet the criteria, although the student makes clear efforts to meet expectations.
Satisfactory	10-12	The student's competencies meet the minimum criteria, but he/she still needs to address some key issues.
Good	13-14	The student's competencies meet expectations. He/She still needs to address some minor issues.
Very good	15-16	The student's competencies exceed expectations. There are hardly any issues to address.
Excellent	>=17	The student's competencies are excellent and he/she is an example to others. (please only use this score when the student's skills are outstanding)

# PART I - Organisational and result-based competencies

Name student :

Please tick and complete as applicable.

The organisational and result-based competencies of the intern are:

Name student:	Excellent	Very good	Good	Satisfactory	Almost sufficient	Insufficient
<b>1. Organisational competencies</b>	<i>Please tick</i>					
Punctuality						
Compliance with agreements						
Teamwork skills						
Commitment to internship assignment						
Initiative						
Please specify any additional competencies: ...						
<b>2. Result-based competencies</b>	<i>Please tick</i>					
Quality of work based on the internship assignment(s)						
Potential to process information and develop own insights						
Communication skills: quality of presenting information and findings						
Performing internship assignments independently						
Problem-solving skills						
Creativity						
Language skills						
<i>Please specify any additional competencies: ...</i>						

## PART II – Evaluation of internship assignments

The evaluation of the internship assignments/tasks is (please tick and complete as applicable)

OBSERVATION	Excellent	Very good	Good	Satisfactory	Almost sufficient	Insufficient
<i>Eg. attending meetings, workshops, events, debates or other activities without requiring direct active input from the intern.</i>						
<i>Please tick if applicable</i>						
<u>Comments and/or opportunities to grow:</u>						
...						

RESEARCH	Excellent	Very good	Good	Satisfactory	Almost sufficient	Insufficient
Preparatory desk research (eg. looking for contacts, sources)						
Literature review						
Problem-based qualitative research (interviews, group discussions, data)						
Problem-based quantitative research (surveys, experiments, data analysis, ...)						
Other (please specify):						
<i>Total partial assignment assessment:</i>						
<u>Comments and/or opportunities to grow:</u>						
...						

EDITING	Excellent	Very good	Good	Satisfactory	Almost sufficient	Insufficient
Research report(s)						
(Web)editorial(s)						
Report(s) of meetings/workshops/events/debates						
Other (please specify):						
<i>Total partial assignment assessment:</i>						

<u>Comments and/or opportunities to grow:</u>
...

TRAINING	Excellent	Very good	Good	Satisfactory	Almost sufficient	Insufficient
Giving workshops / training						
Giving PowerPoint presentations						
Giving lectures/courses						
Panel member or debate moderator						
Other (please specify):						
<i>Total partial assignment assessment:</i>						
<u>Comments and/or opportunities to grow:</u>						
...						

DEVELOPMENT	Excellent	Very good	Good	Satisfactory	Almost sufficient	Insufficient
Developing an awareness product or instrument (educational game, test, calendar, poster or flyer, PPT, website or webpages)						
Develop / prepare social media (annual) plan						
Other (please specify):						
<i>Total partial assignment assessment:</i>						
<u>Comments and/or opportunities to grow:</u>						
...						

COORDINATION	Excellent	Very good	Good	Satisfactory	Almost sufficient	Insufficient
Coaching/guidance/advice assignments of <u>external</u> actors (eg. persons who seek advice from outside the institution)						
Coaching/guidance/advice assignments of <u>internal</u> actors (own staff)						
Other (please specify):						
<i>Total partial assignment assessment:</i>						
<u>Comments and/or opportunities to grow:</u>						
...						

OTHER ASSIGNMENTS / TASKS	Excellent	Very good	Good	Satisfactory	Almost sufficient	Insufficient
Written report of the results of the internship tasks for the members of the organisation						
Presenting / explaining the main results of the internship tasks and / or research carried out at the internship location, to the members of the organisation or beyond (eg at a congress or conference).						
Other (please specify):						
<i>Total partial assignment assessment:</i>						
<u>Comments and/or opportunities to grow:</u>						
...						

How has the Intern's performance been instrumental or how has he/she added value to your organisation?

In general:

...

...

In terms of gender and/or diversity:

...

...

How did the Intern manage the resistance (if any) to changes regarding gender and/or diversity in your field of work, department and/or organisation? (How did the student use his/her critical knowledge of gender and diversity?)

...

...

...

## PART III – Overall performance evaluation

The final grade below relates to the general assessment of all internship performances AND growth processes that the student went through (therefore it is not the sum of the various internship assignments)

**Student name:**

I evaluate the student's internship globally as follows:	Excellent	Very good	Good	Satisfactory	Almost sufficient	Insufficient
	> 17	15-16	13-14	10-12	7-9	<= 6
Grade on 20 (*)						

Do not tick, please enter an **exact figure**

(\*) Marks 10 to 20 are the passing marks, 0 to 9 are failing marks. Grades higher than 18 out of 20 are rather exceptiona. In case of failing marks, students have to do another internship elsewhere.

## Part IV – Feedback

Feedback for the student (*)
...
...
...
This feedback has been communicated to the student?
<input type="checkbox"/> Yes <input type="checkbox"/> No

(\*) In case of confidential feedback, please address an email to [corine.vanhellemont@ugent.be](mailto:corine.vanhellemont@ugent.be)

We are accepting internship applications from 'Master Gender & Diversity' students for the 2023-2024 academic year (*tick the box*):

Yes                       Maybe                       No

If possible, please specify why:

...

Once completed, please return this form **directely** to the UGent Internship Coordinator

[corine.vanhellemont@ugent.be](mailto:corine.vanhellemont@ugent.be)



## CONTACT

### *Contact details Internship Coordinator Master Gender & Diversity*

**Postal address**

Ghent University  
Master Gender & Diversiteit  
Dr. Corine Van Hellemont  
Blandijnberg 2  
9000 Ghent

**Real office**, 4<sup>de</sup> verdieping, lokaal 140.017

**Virtual office**, [MS Teams](#)

**Email address**

[corine.vanhellemont@ugent.be](mailto:corine.vanhellemont@ugent.be)

