

Internship guide

Bachelor Cultural Anthropology and Development Sociology

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Contents

Cultural Anthropology and Developmental Sociology internship guide	2
1. Introduction	3
2. Learning objectives	3
3. Number of credits	4
4. The process and schedule	5
4.1 Time schedule	5
4.2 Overview of the process	5
4.3 Internship supervision.....	6
5. Before the start of the internship: internship proposal & work plan	6
5.1 Internship proposal (approx. 600 words)	6
5.2 Internship work plan (max. 2,000 words)	7
6. The final report	8

1. Introduction

In the third year of the Bachelor's program in Cultural Anthropology and Developmental Sociology, you have the option of doing an internship at an organization abroad or in the Netherlands. The aim is to enable you to become acquainted with professional practice in anthropology and apply the knowledge and skills acquired in the degree program. Since professional practice is very wide-ranging, this internship can take various forms. You can join a government institution, a non-governmental organization (NGO), a company or another entity, where you will shadow employees and be involved in regular activities. A placement of this kind also has an academic component. In addition to applying practical skills for the benefit of an organization, you will also be expected to do more in-depth analysis as part of your internship. There are various ways of doing this, including analyzing a social issue based on a literature review or data you have collected yourself, writing a policy document based on a literature or empirical survey, taking part in an existing research project within the organization, or conducting a small-scale research project independently in cooperation with the organization.

The internship will be for a minimum of two months (12 ECTS credits) up to a maximum of five months (30 ECTS credits). It is the student's own responsibility to find a suitable position. You can consult the faculty career platform (via Canvas) or the websites of interesting organizations for this purpose. Above all, it is up to you to take the initiative. The internship coordinator will assess whether the position is suitable and a good match for the program. In the past, anthropology students have completed a variety of internships, including for organizations representing the interests of people with HIV, neglected children or sex workers in countries such as South Africa, Bolivia, Vietnam or Suriname. In the Netherlands, there have been internships at the Dutch Council for Refugees (*VluchtelingenWerk*), at the IDFA documentary film festival, at the GGD municipal health service, and with various companies. Students are usually positive about their internships, the practical experiences they acquired and the opportunity to apply their knowledge of anthropology. An internship also offers the added advantage of enabling you to expand your network, which can prove helpful when you enter the job market.

This guide is based on the Faculty Bachelor's internship Regulations (*Facultaire regeling bachelorstage*), which can be found on VUnet. The specific requirements for an anthropology internship are outlined below. This covers the following topics: learning objectives, number of credits, time schedule, the procedure for submitting an internship work plan and, last but not least, the final report.

2. Learning objectives

An internship offers you the opportunity to work on a number of specific objectives, which can be subdivided into professional and personal learning objectives. The professional objectives mainly involve applying anthropological knowledge and skills associated with the final attainment levels for the Bachelor's program in Anthropology:

- *Knowledge and understanding:* A student has knowledge and understanding of theories, concepts and recent debates within anthropology. A student has knowledge of the potential and limitations of applying anthropological visions and concepts to social practices and problems.
- *Skills:* The student is capable of analysing a specific social issue based on empirical data he or she has collected. The student is capable of applying various theories to a specific social issue. The student is capable of working with others to achieve a common goal.
- *Attitudes:* The student demonstrates a curiosity for the complexity of social issues concerning (cultural) diversity and change. The student demonstrates the ability to recognize and name social problems identified. The student demonstrates the ability to reflect on the potential and limitations of scientific research.
- As far as your *personal learning objectives* are concerned, you could consider exploring whether a specific field of work suits you, reflecting on your performance in an organization and learning to discover your strengths and weaknesses (see also the Faculty Bachelor's internship Regulations).

3. Number of credits

It is up to students themselves to determine how long they wish to spend on the internship and how many credits they earn in doing so. One ECTS credit is the equivalent of 28 hours of study. You can choose:

- 12 credits = 2 months full-time; 8.4 weeks, 42 working days
- 18 credits = 3 months full-time; 12.6 weeks, 63 working days
- 24 credits = 4 months full-time; 16.8 weeks, 84 working days
- 30 credits = 5 months full-time; 21 weeks, 105 working days

Internships of 24 and 30 credits must be at advanced (i.e. 300) level in order to meet the criteria of at least 12 ECTS of the elective space to consist of level 300 activities. For Anthropology, this means that a student demonstrates the ability to report on placement activities in a way that is academically sound. For a 12- or 18-credit placement, it is recommended that you opt for additional courses in subjects that support the placement, resulting in a coherent profile. The criteria for level 200 and level 300 internships are as follows:

Level 200

- The student uses their internship to orient themselves towards an entry level job position after graduation.
- The main focus is on the development of personal and professional skills, e.g. working in a team, communicating academic ideas to the benefit of policy or business development, and the cultivation of transferable skills such as writing, coding and qualitative analysis.
- The student explicitly communicates how they relate practical experience to academic literature in their final research report.
- The student makes use of anthropological methods, such as participant observation and in-depth interviews, as part of the internship.

Level 300:

- In addition to the aforementioned labor market orientation, the internship has an advanced academic dimension in the form of an anthropological research question.
- The students' work translates into a product that is usable to the organization, e.g. published articles, an analysis of the organization's internal functioning, or a policy paper.
- The student strongly embeds academic literature (25 academic articles and/or book chapters) in their final research report. The theoretical framework is grounded in an annotated bibliography with at least five foundational sources that the student hands in as an appendix to their work plan.
- A wide variety of anthropological methods is used, and the student reflects on the strengths and limitations of said methods in relation to the research question and the objective of the internship organization.

4. The process and schedule

4.1 Time schedule

Start your search for a suitable internship in time, because there is a lot to organize, especially for a placement abroad, such as visa and vaccinations. For this purpose, start your targeted search for an internship around January if you wish to start in September. During this exploratory phase, you can visit the department's consultation hours to ask questions or discuss any ideas. On the internships Canvas page you can find more information about the consultation hours. Please note that for internships abroad you may be eligible to apply for a scholarship: <https://vu.nl/en/student/studying-abroad/exchange-step-5-scholarships-within-europe>

If the internship starts on 1 September, your internship work plan will need to have been approved by June, because there is no supervision available during the summer break (July and August). If your internship starts later during the academic year, make sure you have your internship work plan approved two months in advance.

4.2 Overview of the process

If you want to do an internship as part of your anthropology bachelors at the VU, you start by looking for an internship. As soon as you have received an offer, you write an internship proposal. The internship coordinator will determine based on the proposal whether the internship meets the requirements of the bachelor's degree. If this is not the case, the coordinator will, where possible, provide solutions to meet the requirements. On the basis of this proposal the coordinator will also look for a VU supervisor for you. You can always communicate preferences for a VU supervisor if you have them.

When the internship proposal is approved, you start writing your internship work plan. For this you need input of both your supervisor at the organization, as well as your supervisor at the VU. Only when the work plan is approved by both supervisors and the internship coordinator, is the student allowed to start the internship. During the internship the student will keep a journal to record their activities, tasks and experiences. If the VU supervisor wishes, the student also writes reports about the progress of the internship. Nearing the end of the internship, the student writes two final reports: a process

report, and a research report or internship report. Both of these assignments are explained in detail below. The student should send these reports to the VU supervisor within a month after the internship has ended. So keep in mind that you should work on these reports during your internship and in the weeks after your internship has ended. Make sure you plan this accordingly.

4.3 Internship supervision

During the internship, the supervisor at the organization ('external supervisor') will be responsible for day-to-day supervision. Make sure you have regular contact with your supervisor and make proper agreements about this.

During the internship, your 'internal' VU supervisor will monitor your activities from a distance through your reports sent by email. You are personally responsible for the smooth running of the placement. You should keep a careful eye on your schedule and learning objectives, noting down your activities in a logbook each day and transcribing all your interviews during the internship.

Keep to the agreements you made in advance and let your VU supervisor know in good time if you will not achieve your learning objectives or will be delayed in any other way. If possible, the VU supervisor will try to contact the supervisor at the organization at least once.

The student is responsible for the reports to be handed in within a month after the end of the internship. If the final reports are submitted late, the student risks a delay in obtaining their ECTs, which might lead to a delay in their degree. If the ECTs cannot be entered into the system before the end of the study year, they will not count in the year that the student has finished the internship. It is the responsibility of the students themselves to make clear agreements with both supervisors about deadlines and to communicate these with the internship coordinator.

5. Before the start of the internship: internship proposal & work plan

In order to facilitate the internship process, the student prepares an internship proposal and a work plan. Based on these documents, the internship coordinator determines whether the internship is suitable and feasible within the Bachelor program.

5.1 Internship proposal (approx. 600 words)

When you have found an internship, you will need to contact the internship coordinator and submit an internship proposal that meets the following criteria:

a) Title page of the internship proposal

This includes your name, address, email address, student number, telephone number and date of submission.

b) Information about the internship organization

Practical details and activities of the organization.

c) Duration of the internship

Start and end date of the internship and number of credits.

d) Internship details

What is the title of the internship assignment?

What is the objective of the internship? What are your professional and personal learning objectives?

What anthropological understanding and research skills will you apply in the internship?

What relevance does the internship have for the degree program?

What internship activities will you be performing?

e) Supervision

Proposed supervisor at the internship organization (include position, email address and telephone number) and, if applicable, your preferred VU supervisor.

Send the internship proposal to the internship coordinator. If the internship coordinator approves the proposal, he or she will allocate a lecturer (also examiner) who will take on supervision of the internship. Bear in mind that a lecturer will be allocated a limited number of hours for supervision, regardless of how long the placement lasts. This means that day-to-day supervision of the internship will primarily be the responsibility of the organization itself.

5.2 Internship work plan (max. 2,000 words)

Develop the internship proposal as far as possible into a concrete internship work plan and make an appointment with your VU supervisor to discuss this plan. This meeting will primarily address the content of the internship and the small-scale research project, the literature that will need to be studied, the way the supervisor will be kept informed on the progress of the internship, and when the internship report will be submitted.

The internship work plan comprises the following:

a) Information about the internship organization (see internship proposal)

Practical details and activities of the organization.

b) Duration of the internship (see internship proposal)

Start and end date of the internship and number of credits.

c) Internship details (based on the internship proposal)

What is the title of the internship assignment?

What is the objective of the internship? What are your professional and personal learning objectives?

What is the relevance of the internship for the degree program?

What internship activities will you be performing?

Write a research design: research question, brief discussion of relevant anthropological literature (try also to include literature from the lectures).

Which research methods will you apply?

Bibliography according to APA guidelines.

d) Agreements (based on the internship proposal)

Information about the supervisor at the organization;

Information about the VU internship supervisor (name, email, telephone);

Agreements on the nature and frequency of contact with the supervisor;

Agreements on the nature and frequency of contact with the VU supervisor (monthly progress reports); agreement that the student keeps a daily log book during the placement;
Time schedule (what activities will the student do each week/month?);
What social and material provisions apply (internship allowance?);
Special agreements (e.g. on confidential information);
The signing of an internship contract by all parties involved (see Canvas).

e) Appendix: annotated bibliography (level 300 internship)

Outline of five foundational texts that the student uses to answer their (academic) research question. Each entry consists of 150 words (10% margin) and includes the following:

- Short description of the article (briefly explain the main theories and concepts)
- Methods used by the author(s)
- Relevance to internship
- Relevance to the other sources within your theoretical framework

Before the start of the internship, the internship supervisor and coordinator (both examiners) and the internship supervisor at the organization must sign the internship work plan. The student sends the final internship work plan to the examiners and the internal supervisor and receives a response from the placement supervisor within ten working days.

6. The final report

The final report consists of two components: a process report for the program, and a research report for both the internship organization and the program.

The **process report** (approx. 1,500 words) contains the following components:

- Title page with information about the student
 - A brief report on the activities completed during the internship (including a brief description of the internship organization);
 - A brief description of how you worked on the professional objectives (you can quote from the research reports for this);
 - A brief description of how you worked on your personal objectives (you can quote from the logbooks for this);
 - A reflection on the internship activities (your own performance at the organization);
 - Details of the response from the placement organization to your placement assignment;
- Appendices: internship proposal and internship work plan.

The **research or internship report** is a detailed report of the research conducted and/or activities performed during the internship and comprises the following components (see Canvas for a sample report):

- Title page: title, name, student number, specialization, faculty and university, name of internship supervisors at the organization and at VU.
- Table of contents.

- Introduction: outline of the problem, research objective, research question with operationalized sub-questions and explanation of anthropological theoretical perspective with reference to authors, report design.
- Theoretical framework: discussion of anthropologically relevant theoretical concepts.
- Methodological report on the research methods, including respondents' background characteristics
- Report on the results, including analysis and discussion of the results.
- Conclusion.
- Bibliography (according to APA guidelines).
- Appendices: questionnaire; transcribed interviews; observation reports.

The following **guidelines apply to the length** of the final report:

For an internship of *24 and 30 credits*, students should use around 25 academic or other sources (e.g. literature from courses, reports or websites). The length of the report should be around 10,000 words (10% margin). Line spacing should be 1.5 and the report must be written in correct Dutch or English.

Of course, if an internship *lasts less than four months* (12-18 credits), the number of sources will be fewer and the final report shorter, although the academic level must be maintained. Consult with your supervisor on the length of the report.

The draft final report must be discussed with the VU internship supervisor *within a month* after the end of the internship. When your supervisor has approved the report, the internship coordinator (second examiner) will also receive a copy for approval by email. Please make sure to upload all documents as Assignment on the designated Canvas page; these will be archived for the department.

The internship supervisor will conduct a plagiarism check. A student is not given a mark for the final report, but an assessment will be made as to whether or not he or she has met the requirements set. If the requirements have not been met (*'niet voldaan'*), the student will be given one more opportunity to improve the report.

The Bachelor's thesis provides students with a chance to further elaborate on any particularly interesting research material.

Please consult the following additional documents on Canvas:

Internship agreement & assessment form