

# PROSPECTUS MASTER'S INTERNSHIP

*Master's Programme in Education and Child Studies*

Applicable for the following Master's specialisations:

- a. Applied Neuroscience in Human Development
- b. Parenting and Child Development
- c. Educational Science
- d. Learning Problems and Impairments (International Track)
- e. Digital Media in Human Development



Universiteit  
Leiden

INSTITUTE OF EDUCATION AND CHILD STUDIES  
FACULTY OF SOCIAL AND BEHAVIOURAL SCIENCES  
LEIDEN UNIVERSITY

Leiden, September 2023

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## INTRODUCTION

The Master's Programme in *Education and Child Studies* trains students to become academic experts in children's education, learning and development. The master's internship is an *academic* internship. This means that you are expected to use pedagogical knowledge based on results from scientific research together with the analytical attitude you acquired in the course of your bachelor's and master's programme in order to prevent or resolve children's developmental or learning problems. Conversely, you are also expected to signal potential problems in children's development and use scientific research into the nature and causes of these problems to contribute to developing *evidence-based* interventions. Whether your internship takes place in practice or at the university, you are still expected to establish the link between scientific pedagogical and educational research and the practice of upbringing and learning.

This prospectus contains general information that applies to the specialisations *Applied Neuroscience in Human Development, Parenting and Child Development, Educational Science, Learning Problems and Impairments (International Track) and Digital Media in Human Development*.

Term	Definition
Internship tutor	Lecturer at the Institute of Education and Child Studies who supervises the student in the course of his/her internship
Internship supervisor	Person supervising the student at the internship organisation
Internship co-ordinator	Every master's specialisation has its own internship co-ordinator
Internship bureau	This is the place to go for general information and advice regarding your internship
Internship organisation	External organisation where a student follows an internship. In the case of a research internship, the internship organisation is usually the University itself

## SECTION 1: GENERAL INFORMATION

### 1 THE INTERNSHIP WITHIN THE MASTER'S PROGRAMME

#### 1.1 Objectives internship

During your internship you will be working on a number of learning objectives. These learning objectives are derived from the Achievement levels of the Master's Programme in *Education and Child Studies* (see the programme's [Course and Examination Regulations](#)).

The general learning objectives of the internship are as follows:

1. Integrating knowledge and skills acquired in the programme with practice (research and other), in realistic work situations.
2. Acquiring further relevant knowledge, skills, and understanding in practical situations within the work environment.
3. In-depth introduction to a specific research or pedagogical work environment.
4. Learning to function independently and responsibly within an organisation (professional attitude).
5. Gaining insight into your own strengths and limitations in professional situations.

#### 1.2 Types of internship

Within the Master's Programme in *Education and Child Studies* we distinguish different types of internships.

1. *Practical internship*: The student follows an internship at an external institution and in most cases is commissioned by this institution to complete a practical assignment. This may involve developing teaching materials, writing a policy paper or creating informative material based on scientific insights.
2. *Research internship*: The student follows an internship within one of the research groups of the Institute of Education and Child Studies or another institution where scientific research is conducted.

Most master's specialisations allow you to choose what type of internship you want to follow. See table below for an overview of the options.

Specialisation	Practical Internship	Research Internship
Applied Neuroscience in Human Development		x
Parenting and Child Development	x	x
Learning Problems and Impairments (International Track)	x	x
Educational Science	x	x
Digital Media in Human Development	x	x

#### 1.3 Entry requirements

In order to be allowed to follow an internship as part of your master's programme you must be enrolled as a master's student. This means that you should have completed your bachelor's programme or pre-master's programme.

## 1.4 Study credits and duration

Depending on your specialisation, an internship corresponds to 10 to 15 EC credits. These credits represent the number of hours you spend on this component (10 EC = 280 hours to 15 EC = 420 hours). The exact duration of the internship depends on the number of days a week you work on your internship. As a rule, an internship lasts from three to ten months.

Specialisation	EC
Applied Neuroscience in Human Development	10
Parenting and Child Development	15
Learning Problems and Impairments (International Track)	15
Educational Science	15
Digital Media in Human Development	15

## 2 INTERNSHIP: FROM START TO FINISH

An internship can be divided into a number of phases: the preparation, implementation and conclusion phase. This prospectus covers these phases and the accompanying steps in further detail.

Phase 1: Preparation	Phase 2: Implementation	Phase 3: Conclusion
<ul style="list-style-type: none"> <li>▪ Attending information events</li> <li>▪ Finding an internship position</li> <li>▪ Conditions for internship</li> <li>▪ Application procedure</li> <li>▪ Agreements with internship organisations</li> <li>▪ Internship contract</li> <li>▪ Combining internship/thesis</li> <li>▪ Internship abroad</li> </ul>	<ul style="list-style-type: none"> <li>▪ Internship plan or proposal</li> <li>▪ Supervision</li> <li>▪ Interim evaluation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Internship report</li> <li>▪ Final assessment</li> <li>▪ Resit policy</li> </ul>

### Phase 1: Preparation

#### 2.1 Finding an internship position

Students are expected to find an internship position themselves. It is not always easy to find a suitable internship position, which is why you should start considering early on what kind of work environment you want for your internship, so that you can start applying for positions a few months before the start of your internship. The person to turn to for help is the internship co-ordinator of your master's specialisation (please find a list in 3.3).

Vacancies for internships for the specialisations in *Parenting and Child Development* and *Educational Science* are published on separate Brightspace pages.

Students who choose to follow a research internship are also responsible for securing an internship position. Vacancies for research internships are offered via Brightspace. In principle, you will be required to follow a research internship at the section of your chosen master's specialisation.

#### 2.2 Conditions for internship

The Institute of Education and Child Studies sets a number of conditions for Practical internship positions.

- ✓ The Practical internship should take place within an institution/organisation in a professional field that is relevant for the chosen master's specialisation.
- ✓ During the internship the student should gain experience of work activities (or certain aspects of these activities) performed by educators at an academic level.
- ✓ During the internship the student should be supervised by an academically trained educator or psychologist with at least one year of relevant work experience. For the master's specialisation in *Digital Media in Human Development*, the following applies: the student should be

supervised by an academically trained social scientist with at least one year of relevant work experience. For the Master's specialisation *Educational Science*, the student should be supervised by an educational scientist (or possibly a educator/psychologist).

- ✓ Bear in mind that you can only start your internship once your internship position has been approved by your internship co-ordinator.

### 2.3 Application procedure

Applying for an internship position is just as serious a matter as applying for a job. You can almost certainly apply by e-mail. Send your CV and motivation letter as PDF attachments with a relevant document name (for example CV John Johnson 01-01-2024) and include a short summary of your motivation in the body of the mail. Always send your application from your u-Mail address, so that it is clear that you are a Leiden University student. It is important to have a clearly formatted CV and a clear motivation letter. You can ask the staff members of the Faculty Student Career Services for feedback on your CV and motivation letter.

### 2.4 Internship contract

Once you have been accepted by an institution and your internship position has been officially approved by your internship co-ordinator, an internship contract has to be signed. This also applies to students who will be following an internship within the Institute for Education and Child Studies. The internship contract contains a number of agreements between you, the internship tutor and the internship supervisor regarding the duration, content and structure of the internship. The final internship contract is printed in threefold (one copy for you, one for the institution and one for the university) and is signed by all three parties. Your internship tutor signs the internship contract on behalf of the University. You are required to submit the University's copy to your internship tutor. In some cases, the institution may also have its own contract that the University is required to sign. You can ask your internship co-ordinator or the Internship Bureau to sign this contract. Before you sign this contract, consult your internship tutor or a staff member of the Internship Bureau. Note: the internship contract can only be signed if you are officially enrolled as a master's student.

### 2.5 Combining internship and thesis

If you are following a research internship, you will in most cases be able to combine it in terms of content with your final master's project. This is also possible in some practical internships. The combination of master's project and internship is subject to certain rules and has to be approved by the Board of Examiners of the Institute of Education and Child Studies.

### 2.6 Internship abroad

It is possible to follow a practical internship abroad. Research internships are linked to specific research groups of the Institute of Education and Child Studies and therefore cannot take place abroad. This does not apply to master's students from the specialisation in *Educational Science*; they do have the option of following a research internship abroad. The requirements for practical internships in the Netherlands also apply to practical internships abroad, with the addition of supplementary requirements. For example, the internship supervisor must have a sufficient command of the English language (both orally and in writing). If you have found an internship position abroad, the internship co-ordinator of your specialisation will first check whether your proposed internship position meets the quality requirements set by the University. In addition, your internship position will be assessed and registered by the international co-ordinator of the Institute of Education and Child Studies. Once your internship position has been approved, you will have to determine in consultation with your internship tutor what form your internship supervision will take.

## 2.7 Registering

You do not have to register for your internship in *uSis*, unless explicitly asked to do so by your internship co-ordinator or tutor.

## Phase 2: Implementation

### 2.8 Internship plan

Once you have found an internship position, you can start formulating your internship plan. The purpose of the internship plan is to translate the general learning objectives of the internship component to your own personal learning objectives. For each objective, list the relevant activities you will be performing at your internship organisation. The internship plan should be formulated by the student in consultation with the internship tutor and internship supervisor. This should happen in the first weeks of the internship. The internship plan is a working document; it provides direction for the internship. The content of the internship plan depends on the type of internship you are following. There are guidelines available for the internship plan. The guidelines for the internship *proposal* of the specialisation in *Educational Science* are available on Brightspace.

Internship type	Content internship plan
Practical internship	Short description of the organisation, description of internship assignment, personal learning objectives, description of activities and their phasing
Research internship	Short description of research project, personal learning objectives, description of activities and their phasing

### 2.9 Supervision

During your internship you will receive supervision from the University and from the internship institution.

#### *Internship tutor*

The supervision from the University will be by your internship tutor. This also applies to students who follow a research internship. This supervision consists of individual interviews and/or a number of group sessions. The internship tutor will ask you to reflect critically on your learning process. Your internship tutor will also check whether your internship plan has sufficient depth and he/she will assess your internship report at the end of your internship. The interim evaluation and final evaluation take place with your internship tutor and if applicable also with your external internship supervisor.

#### *Internship supervisor*

The internship supervisor is your daily supervisor within the organisation/institution where you are following your internship. He or she gives you the opportunity to acquire practical experience within the institution and is responsible for making sure that you have access to all the facilities required to perform the tasks assigned to you in your internship position. In addition, the internship supervisor offers advice to your internship tutor regarding your interim evaluation and final assessment. Precise agreements regarding supervision at your place of work are made prior to the start of the internship and recorded in the internship contract.

#### *Division of roles internship supervisor & internship tutor*

Both the internship supervisor (internship organisation) and the internship tutor (University) assess the student during the internship. The internship supervisor primarily focuses on assessing the professional attitude of the student during the internship, while the internship tutor's assessment focuses on the level and nature of the student's academic reflection and activities in the course of his/her supervision by the University, as well as on the quality of his/her reports.

### *Reflection*

During your internship you are required to produce a number of (reflective) assignments that reflect the academic nature of your internship. These are likely to include a reflection on your progress, a description of the theoretical background of the research project you are taking part in, an analysis of the internship institution, and/or a description of the scientific insights that have guided you in your practical actions within the institution. The specific assignments are listed in the internship guide of your master's specialisation. These assignments invite you to reflect on your learning process and the development of your professional attitude. Some of the assignments are included in the internship report that you are required to write at the end of your internship period.

### **2.10 Interim evaluation**

An interim evaluation will take place half-way through your internship. The purpose of the interim evaluation is to find out how close you are to meeting your personal learning objectives and to establish whether any adjustments are required in the activities you perform. Potential bottlenecks can be discussed and solutions sought, and the next step in your learning process can be discussed. We have formulated guidelines for an interim reflection report for the interim evaluation. You can find them on Brightspace.

## Phase 3: Conclusion

### 2.11 Internship report

At the end of your internship you are required to write an internship report. This report should contain among other things a reflection on your performance and your professional development during the internship. It should also contain a short summary of your own knowledge and skills: you can use this part of the report to apply for jobs after you graduate. There are guidelines available on how to structure your internship report; these differ per type of master's internship.

### 2.12 Final assessment

At the end of your internship period, your internship tutor will determine your final grade. This grade is based on (1) the assessment advice of your internship supervisor, (2) the quality of the assignments you handed in and your participation in internship meetings, and (3) the quality of your internship report and/or final product. All parts should be assessed as at least satisfactory. An assessment form is available for each type of internship. The assessment will be discussed with the student in the course of the final interview.

### 2.13 Resit policy

If your internship tutor is of the opinion that your internship performance was unsatisfactory, you will be informed of this fact as soon as possible. The interim evaluation interview can be used to this end, although the internship tutor may also choose to address the issue in a separate evaluation interview. This will give you the opportunity to use the feedback received to improve your performance. You will also be given feedback on your written assignments and your internship report, as well as the opportunity to make improvements. Interim feedback and adjustments notwithstanding, an internship may nevertheless ultimately lead to an unsatisfactory grade. In that case, you will have to follow a new internship. This second internship must take place at a different internship institution (or, in the case of a research internship, under another internship supervisor).

### 2.14 Digital evaluation form

All teaching offered by the Institute of Education and Child Studies is assessed. This also holds for the master's internship. Contrary to what you may be used to, this evaluation takes place via a Digital Evaluation Form. This form can be found on the Brightspace page of the Department Teaching Committee for Education and Child Studies: under 'Evaluations'.

Your internship tutor will ask you to complete this form before you receive the final assessment of your master's internship. It goes without saying that this form is anonymized. Please save the last screen you see when filling out the digital evaluation form via printscreen. Also make a print in hard copy. The print should be handed in to your first supervisor. In this way he will know that (not: how) you filled in the Evaluation form. In the future he can take advantage of your anonymized information.

### 3 SUPPORT

You may encounter difficulties at any stage of the internship process. If this happens, it is important to enlist help in good time. There are many people within the University who can offer help. Don't wait too long!

Phase	Problems with/questions about	Possible resources
<b>Preparation</b>	Finding an internship position	Internship Bureau, Brightspace
	Applying	Student Career Service, Internship Bureau
	Planning	Study adviser
	Motivation/Doubts	Study adviser, student psychologists
	Basic Psychodiagnostics Certificate	Internship Bureau
<b>Implementation</b>	Formulating learning objectives	Internship tutor
	Internship supervisor	Internship tutor, internship co-ordinator
	Motivation/Doubts	Study adviser, Internship Bureau
	Time management	Study adviser
<b>Conclusion</b>	Reporting	Internship tutor
	Assessment	Internship tutor

#### 3.1 Education and Child Studies Internship Bureau

For general information on internships and advice in the search process, please contact the Internship Bureau. Our Internship Bureau officer is Leonie Wolswinkel. You can make an appointment by e-mail.

The Internship Bureau staff member can support you in the preparatory phase of the internship process. She can answer your questions regarding the suitability of a given internship position or the internship contract. She is also responsible for managing the internship website and for placing vacancies on Brightspace.

Contact: Education and Child Studies Internship Bureau (4C.02)  
 Leonie Wolswinkel  
 Telephone: 071 5274033 (Tuesdays and Thursdays)  
 E-mail: [stagebureaupw@fsw.leidenuniv.nl](mailto:stagebureaupw@fsw.leidenuniv.nl)

#### 3.2 Student Career Service

A clear CV and a strong letter of motivation greatly increase your chances of securing an internship position. The staff of the Student Career Services (Room 3C04 of the FSW Building) offer training programmes on how to apply for positions and personal feedback on CVs and letters of motivation. For more information on the support they can offer, see their [website](#).

### 3.3 Internship co-ordinators

Every master's specialisation has its own internship co-ordinator.

Specialisation	Internship Co-ordinator
Applied Neuroscience in Human Development	dr. C. Bergwerff
Parenting and Child Development	dr. M.S. van Vliet
Learning Problems and Impairments (International Track)	Prof. dr. C. Espin
Educational Science	dr. L. van Leijenhorst & dr. L. van den Bosch
Digital Media in Human Development	dr. M. Sikkema-de Jong

### 3.4 Internship tutor

Once you start your internship, your internship tutor will be your first port of call. Your internship tutor can help you deal with any problems or doubts that occur. You may encounter problems in the interaction with your internship supervisor or you may find it difficult to find your way within the institution you work for. Your internship tutor will gladly help you think of the best way to deal with any problems that may arise.

### 3.5 Study adviser

If you are considering postponing your internship, please contact one of our study advisers. For more information on the support they can offer, see our [website](#). You can make an appointment by sending an e-mail to [studieadviseurspedagogiek@fsw.leidenuniv.nl](mailto:studieadviseurspedagogiek@fsw.leidenuniv.nl)

### 3.6 Student psychologists

The role of student psychologists is to help University Leiden students who run into difficulties in their studies or personal life. You can drop by to see the student psychologist during the open office hours or you can make an appointment.

Contact:                      Location: Plexus Student Centre, Kaiserstraat 25, Leiden  
 Telephone: 071 527 80 26  
 E-mail: [psychologen@sea.leidenuniv.nl](mailto:psychologen@sea.leidenuniv.nl)

[Website](#)