

Step 1 : Finding an internship

- in the online database of Cultural Studies
- independently with any cultural organisation or company (but check first with the internship coordinator if your choice is okay!)

Step 2 : First contact

with the chosen organisation or company. Provide them with the information leaflet for internship companies.

Pay attention : this is in fact a job interview!

Step 3: Formalities

After a positive first meeting, you can come to an agreement with the organisation/company about:

- the set of tasks
- the time schedule

and complete the contract in triplicate

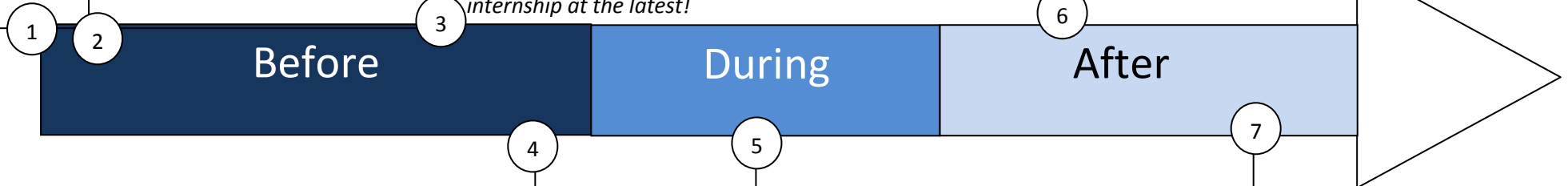
The three copies of the contract should be presented to the internship coordinator for signatures, and:

- one copy stays at the K.U.Leuven
- you keep one copy for yourself
- you bring the third copy to the internship organisation / company *on the first day of the internship at the latest!*

Step 6: Internship evaluation

Download the evaluation form for the internship companies/organisations and give it to the person in charge of your internship.

Take the completed document back to the internship coordinator of the K.U.Leuven *two weeks after your last day of the internship at the latest!*



Step 4: Expectations

Complete the document 'Expectations', bring this to the internship coordinator in hard copy *before you commence your internship.*

Don't forget to hold on to a copy yourself!

Step 5 : Midterm evaluation

About halfway your internship, you contact the internship coordinator to set an appointment for the midterm evaluation.

This is a brief follow-up talk which can be done by phone: 0032 16 32 50 75

Step 7: The internship report

Write your internship report according to the guidelines and bring this to the internship coordinator in hard copy *a month after your last internship day at the latest.*

Include your self-evaluation!

Tip: start writing this during your internship!

Procedure of your internship in Cultural Studies

All questions or problems: contact the internship coordinator.