



Master
Cultural Studies
the internship

Firstly, allow us to thank you for giving the opportunity of an internship to our students, the chance to have strong learning experiences in the rich environment of your company or organisation, the certain possibility of gaining new insights and practicing old and new skills in the specific subcultural domain which you are a part of. We consider the internship a crucial part of our degree, so we fully appreciate your contribution to the education of our students.

The master's degree

The Master in Cultural Studies is a one-year formal education offered by the Catholic University of Leuven (the K.U.Leuven). The fascinating dynamics of culture and its relation to **art, society and the whole of (digital) media** is a domain with hardly defined boundaries, but our students aim to gain insight by scientifically valid and yet practice-oriented methods. We specifically stress our broad, **interdisciplinary** approach of culture, which not only sheds light on the **legislative** side of cultural projects and organisations, but also stimulates discussion on **content-related** subjects, national as well as international. Next to a few core classes such as 'Cultural Policy' or 'Cultural Semiotics', our students can choose from a number of optional courses concerning film, music, marketing, photography, museums, etc. Next to that, the completion of an internship and the writing of a master's paper is extremely important.

This information is intended for cultural organisations which have accepted students from the master's degree of Cultural Studies as an intern.

The internship

There are two ways for our students to complete an internship in this degree:

Fulltime	Shortened
12 credits	6 credits (with mandatory choice of one extra class)
260 hours (6,5 weeks)	140 hours (4 weeks)
Connection to master's paper <u>mandatory</u>	Connection to master's paper <u>optional</u>
Can be spread over entire academic year	

The process of organising an internship is the same for both cases: a student contacts an organisation of his or her choice, after which a first meeting can be scheduled. We provide an online database with internship positions, but the students are free to look for internship possibilities outside of this database. After a positive first meeting, the paperwork can be completed. Only after these documents have been successfully signed and delivered, can an internship commence.

The internship is **unpaid**, but some organisations do offer a travel compensation to their interns.

Do you want to place an internship ad in our online database? Just mail the relevant data to us and we'll take care of the rest!

At the end of the internship, an **evaluation** form (which the student will offer you) has to be filled in by you. We do encourage to speak to the student regularly during the internship, to offer guidance where necessary. The student also has to schedule a follow-up meeting with the K.U.Leuven about halfway through the internship, and has to file an internship report at the K.U.Leuven at the end of the internship. All of these documents are strictly confidential.

The intern

Our students come from a wide range of previous education forms: some have completed a Bachelor's degree in literature, history, music or arts, others have already taken a Master's degree (perhaps in music, or archeology, or journalism)... The level of prior knowledge with which they will come to you can thus greatly differ. However, the students are completely free to choose their own internship organisation or company, so we fully expect them to come to you filled with enthusiasm, willingness to learn, responsibility and correct social and professional behaviour.

The goals

The goal of this internship as a learning activity is:

- 1) gaining thorough knowledge and insight, linked with a critical personal view, about the chosen cultural sector and organisation (incl.jargon);
- 2) showing the capability to develop (new) concepts and realising them as projects, within an interdisciplinary team, with specific attention to the own role in this process;
- 3) functioning successfully in a professional environment: with strong work ethics, flexibility, enthusiasm, creativity and the necessary social and communicative skills;
- 4) successfully defining a relevant research question and turning this into proper academic research in the master's paper;
- 5) critical self-evaluation

Though these goals are similar for fulltime as well as shortened internships, only a short analysis is expected for the shortened internship (goal 1), and no active development from concept to project (goal 2) is needed, simply the reflection on this process. Thirdly, the connection to the master's paper (goal 4) is not mandatory for the shortened internships.



Formalities

When you decide to accept one of our students as an intern, the internship **contract** needs to be completed. We provide the model document, which needs to be filled in and signed in triplicate by you, the intern, and the K.U.Leuven. It is the student's responsibility to provide you with a fully signed document, on the first day of his internship at the latest. The internship cannot commence before this contract has been signed and received by all parties.

A **time schedule** does not have to be defined officially; but it is important to clearly describe the **working tasks** of the intern on the contract.

Our degree does not schedule a '**class-free period**' for the internships - the student is free to negotiate the time schedule of his or her internship with you, and come to agreement about a reasonable schedule for both of you.

Contact

It is at all times possible to contact the K.U.Leuven for questions or feedback.

We'd love to hear from you.

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<http://www.culturelestudies.be>