



Internship information session Electrical and Electronics Engineering

WELCOME

Tekin Yilmaz (Internship coordinator)



- Background information
- Admission to internship
- Periods of internship
- Objectives of internship
- Preparation of the Internship
- Role of Fontys supervisor
- Role of Company supervisor
- Process of internship (from start till the end)
- Internship abroad
- Some remarks
- Questions

Module name	Internship
Study Load	840 hours
Study Load in EC	30
Semester	S3 (internship or minor, exchangeable)
Internship and graduation coordinators	
Dutch fulltime	Jan van der Linde
English fulltime, part-time Dutch Bachelor and Associate Degree	Tekin Yilmaz e-mail: t.yilmaz@fontys.nl , De Rondom 1, Room: 0.75, phone: 0885079291
Detailed information	On the PORTAL

PLEASE REFER TO THE TEACHNIG AND EDUCATION REGULATIONS (TER) FOR THE ADMISSION.

No rights can be driven from the following, it is just an indication.

You can start with your internship if you

- Finished the P-phase (foundation, not anymore freshman)
- Old curriculum:
 - All practical's & projects of the 2nd year finished with a sufficient
 - All theoretical modules of semester 3 finished with a sufficient and 4 followed
- New curriculum:
 - P certificate
 - 2 from EEAMO5, EEAMO6 and EEAMO7 completed
 - Your study coach can give you extra indications

- All together, you can start with internship if you have
 - the permission of the placement meeting to start
 - an approval of the internship assignment (by internship coordinator)
- Placement meeting dates,
 - spring: start of July,
 - autumn: end of January.
- Only **exam board** can make an **exemption**, hence, if you have a decision from the exam board to start with internship.

- Annually, two boarding moments:
 - Autumn: end of August until 1st of February
 - Spring: 1st of February until start of July (contract: default end date 30th of June).
- Minimum 100 working days: 5 months
- Working hours and holidays according to regulations of your internship company
- A signed 100 working day declaration must be delivered at the end of the internship.

- Orientation on the professional world/future career
- Acquiring professional and/or subject knowledge
- Improving your practical integrated skills
- Acquiring knowledge and experience about business related aspects of the company
- Practicing communication and social skills.
 - Operating as a member of a team
 - Operating on an individual basis
 - Broadening and enhancing your knowledge and skills

- Orientation process:
 - For internships starting in autumn : April / May
 - For internships starting in spring : October / November
- Orientation on company:
 - Own interests
 - Profile selection consultation(study coach)
 - Projects 2nd year
- Information on companies and acquisition: via internet, Sage and via network (coordinator, lecturers, private environment, attending conferences etc..).
- Company day, Meet & Match (annually in April)
- **PORTAL is the only source of information as far as internship concerned.**

A supervisor will be assigned just before the start or in the first week of the internship

- Main focus: monitor the internship process
- Assessing your internship (work and report).
- Contact person during your internship period and in case of problems.
- Visiting the company at location 1 (one) times
- Having regular contacts by phone/e-mail
- Gives feedback on the plan of action at the beginning.
- Giving feedback on the draft report.

- Having content related tasks
- Giving technical support
- Assessing your work (part A of the assessment form as advice).
- Having regular evaluation of the internship.
- Giving feedback on the plan of approach and approving it.
- Giving feedback on the draft report

- Apply for an internship position (one or more companies)
- Decision placement meeting & approval of the assignment
- Documents:
 - Internship agreement(S5)
 - if applicable, Confidentiality Agreement (EE5)
- In the first week, you will be informed about your school supervisor
- All documents are on the portal.

- Documents:

Plan of Approach (within 6 weeks)

- Visit of the school supervisor halfway. There will be officially only one visit.
- Make clear appointments about the feedback moments or how you want to communicate with your school supervisor, for example a progress report every two or three weeks.
- Make also clear appointments about your draft report and the feedback on your draft report.
- You can come and visit your school supervisor by making an appointment. There is no limit about that.
- All documents are on the portal.

- Documents:

Internship report in pdf

100 working-day declaration

Assessment form part A signed by company supervisor

Please note that:

All documents above must be submitted to your school mentor no later than two weeks after the end of your internship.

Also a copy of your internship report in pdf format must be submitted to the administration: engineeringeindhoven@fontys.nl no later than two weeks after the end of your internship.

- All documents can be found on the portal.

The procedure is the same as in case of domestic internship:

- Looking for an internship company and acquiring an assignment is your own responsibility.
- Sending the internship assignment proposal to the graduation coordinator for approval (the same rules applies)
- Permission to start with internship from the placement meeting

For more information and practical information you can:

- Ask help to the coordinators of internationalization
- Look at the websites for more information

<https://fontys.edu/Fontys-Study-Abroad/Internship-abroad.htm>

<https://fontys.edu/Fontys-Study-Abroad/Practical-information-20.htm>

- Be careful about intermediaries. Pay attention to headhunters.
- Fontys Engineering doesn't support or cooperates with such activities and businesses of any of those intermediaries. We only connect with representatives of the internship companies.
- Be informed about visas, scholarships, insurances, work permits, language courses, etc

Contact details of internationalization coordinator:

Nico van der Aa, Rondon 1, Room 0.74:

engineering-international@fontys.nl

- Confidentiality Agreement: only when company asks for it. We try to keep most projects public so we can all learn from them.
- Preferably use the Fontys nondisclosure agreement. Some companies prefer to use their own.
- Do not sign a non-competition clause. Always discuss first with internship coordinator or with your study coach.
- The company contract and the NUFFIC contract (see portal) are between you and the company.
- Some companies do have their own contract in place of Fontys internship agreement.
- In all cases discuss it first with internship coordinator.

Questions

