



UNIVERSITY OF AMSTERDAM

# Computational Social Science

Internship Manual

2024-2025

Internship Coordinators: Prof. Dr. Eelke Heemskerk & Tommy Blomvliet

Contact details: [internshipcoordinator-cssci@uva.nl](mailto:internshipcoordinator-cssci@uva.nl)

## Content

One of the core principles of Computational Social Science is working with real world problems. That is why our students work with challenges from project partners from the very first day of the program. In the fifth semester of the program, students have the option to broaden and deepen these skills, also by doing an internship. The goal of an internship is to gain insight into and experience how computational social science is used in practice, on an academic level. An internship is a nice way to put the skills you have developed in the first two years of the program into practice and at the same time explore what options there are for computational social scientists on the labor market. An internship is not only an extension of your academic career, but it also boosts your network and curriculum vitae.

There are two types of internships: a regular internship and a research internship. During a regular internship the students participate in the regular activities of professionals at an organization. This could be a company, NGO or government organization that works on researching, designing or implementing digital interventions aiming to make a positive social impact. The second type of internship is a research internship. In this case, a student joins a research group or participates in a project of a researcher at a university. A research internship is intended for students who are very interested in scientific research and (may) aspire to an academic career.

The requirements for an eligible internship are:

1. It entails activities which are academic in nature and have a link to your study. This criterion is purposely not too specific, but the internship should allow for the application, development and reflection on relevant academic knowledge and or skills. This allows students to search for an internship broadly and not be limited by the criteria too much.

2. There is sufficient (quality and quantity) supervision at your internship. It is important for students to learn from their internship and supervision is a critical condition for this. Students therefore should have a formal supervisor at the location and should describe the role of the supervisor in their application. This should be documented in the internship agreement, following the standard forms (see attachment)

Based on the internship plans, the internship coordinator will decide whether these criteria are met.

*Example of an internship that could be approved:*

Participate in a project to design and implement online tools for an NGO which focuses on mental health to become more visible and accessible for their public

*Example of an internship that could be disapproved:*

Organize an event for a commercial company about how they can maximize revenue by implementing AI on their online platforms

A special type of internship is the research internship. In this case you assist a researcher or research team in their academic task. This could be a Professor, a PhD student, or an affiliated researcher working in the field of Computational Social

Science. This type of internship is well suited for students with a special interest in academic research and considers pursuing an academic career. For instance, many students who did a research internship later enrolled in a research master.

On the practical side, the student assists a researcher at the University during their research. This should entail more than 'just' collecting data, but the student should also be involved in more advanced academic tasks, such as analyzing data and writing a report or academic paper. This way you learn about the full cycle of academic research.

If you are interested in a research internship you can contact a researcher at the University, look at the personal pages of researchers, or see the internship websites of the University.

You need to have an approval for your internship before you start. This will take some time and may require a few iterations in the internship plan so do contact the internship coordinator well in time.

## **Learning Objectives**

At the end of the internship, the student will be able to:

- Explore a socially relevant yet scientifically anchored research question (in the broadest possible sense) in a concrete organizational or business situation.
- Make connections between the research question or assignment and relevant scientific literature.
- Independently put into practice knowledge and skills acquired during the study
- Successfully cooperate in a professional environment
- Develop a documented reflection on the application of CSSci knowledge and skills in a professional environment, including actionable insights for their own learning objectives and academic and professional development.
- Make an informed judgement of the professional environment as a suitable future professional environment.

## **Period, duration and ECTS**

The assigned period to do an internship is in the 5<sup>th</sup> semester of the program (1<sup>st</sup> semester of the 3<sup>rd</sup> year). It is possible to do an internship in another period or to do a part-time internship over a longer period, but it is not possible to do an internship during Year 1 or Year 2. Exceptions could be made for summer internships after Year 2 (June – July – August). Students can obtain either 6 or 12 ECTS to participate in an internship.

- 6 ECTS represents a full-time (40 hours a week) internship for the period of one month, or the equivalent in hours (168) for a longer period.
- 12 ECTS represents a full-time (40 hours a week) internship for the period of two months, or the equivalent in hours (336) for a longer period.

Students must remain enrolled at UvA during the internship period.

It is possible to do an internship for a longer period of time, but a maximum amount of 12 ECTS can be awarded. It is only possible to do an internship for credits once, Students either take an internship for 6 or 12 ECTS.

Time spent on the preparation, supervision meetings and writing the final report is not included in the specified hours above.

## Assessment

In order to pass the internship and receive the corresponding ECTS some requirements must be met.

1. An Internship Proposal must be submitted prior to the approval of the internship. This proposal includes practical information, like location, duration and contact details of the internship supervisor, but also a detailed description of your tasks and responsibilities, explanation why the organization is relevant as CSSci student and how CSSci skills will be applied. A form for this proposal can be found in the appendices.

2. At the end of the internship a Final Report must be submitted. This final report may be accompanied by a creative product or an intervention (website, app, algorithm, etc.) you worked on. This Final Report includes a general reflection on your tasks and responsibilities, applied skills and learned and your vision for the future.

- You provide an overview of the tasks you executed and how you performed them. If a creative product or intervention is part of your Final Report, this is the place to elaborate on your role and tasks in the creation. This part also includes the evaluation form your internship supervisor will fill out during and at the end of your internship. This form can be found in the appendices.

- You provide a critical reflection on you as a professional.

How did you apply insights gained while working with previous CSSci project partners? How did you develop as a professional during your internship? What concrete skills did you learn? What challenges did you encounter and how did you handle these situations?

- You provide a reflection on how you applied CSSci skills during your internship. Make sure to reflect on all four expertise's: Social Sciences and Humanities expertise, Research Expertise, Digital Expertise and Change Making expertise.

- You provide a reflection on your vision of your future after this experience. How will you use the insights you gained? What will you do to work on some weaknesses that you encountered during the internship? How did this internship influence your ideas for a potential Master program or career opportunities?

- When attaching a creative product or intervention, you also provide a reflection of this product. What is the goal of the product? Why is it relevant or useful? What did the process look like?

An internship is graded with a pass (AVV) / fail (NAV).

## How to find an internship

You will have to find an internship yourself. To find one, you must know what you want. You can find an internship in different ways:

1. Personal Network: Many students are in contact with organizations that offer interesting internships. LinkedIn can be useful.

2. Through the CSSci Community: All staff members have a network consisting of organizations outside of the university. Ask teachers if they can brainstorm with you. The internship coordinator has experience with previous interns and might know interesting internships as well.

3. Through (open) applications: Search for internship vacancies on job boards or at job pages from organizations that you like. If there is no internship vacancy at the organization of your dreams, you can even try to send an open application.
4. UvA job board ([Welcome to Jobboard | Jobboard \(uva.nl\)](#))
5. By attending career events offered by the university, faculties or study associations.

## International students

International students who want to do an internship in the Netherlands, must comply with the following formalities. Please always check with your host institution whether these conditions still apply when you start your internship.

For EU/EEA students

1. You will need an internship contract between students and company. The internship institution usually takes care of this contract.
2. Dutch basic health insurance is required during the length of your internship in case you receive a financial compensation of more than €150 a month.
3. Liability insurance is strongly advised.

For non-EU/EEA and Croatian students

1. Your internship needs to be part of your programme (elective).
2. You have to continue to comply with the conditions of your residence permit.
3. An EP-Nuffic internship agreement ([standard-internship-agreement-for-non-eu-eea-students.pdf \(nuffic.nl\)](#)) is compulsory. This is a formal internship agreement between the intern, the internship provider (employer) and the UvA.
4. The internship provider (employer) must be able to present this agreement to the Dutch Labour Inspectorate if asked to do so. Therefore, use of this internship agreement is compulsory.
5. A copy of your passport and residence permit must be appended to this EP-Nuffic Internship agreement.
6. You must give a copy 1) to your study programme at the UvA and 2) to the internship provider (employer).
7. Dutch basic health insurance is required during the time of your internship (a student insurance like AON is not allowed).
8. Liability insurance is strongly advised.
9. Often, the internship provider (company) has an internship contract in their own HR format that you need to sign. For more information, please see this website: [Doing an internship | Study in NL](#).

## Supervision and reflection

During the internship you can contact the internship coordinator in case of any issues. If you wish to have a supervision meeting with the internship coordinator you can send an email to [internshipcoordinator-cssci@uva.nl](mailto:internshipcoordinator-cssci@uva.nl). This meeting can be about your personal development during your internship, an incident that occurred or a contract issue. Your internship period will be finalized with a reflecting final presentation during the first week of the 6<sup>th</sup> semester. During this presentation you will shortly share what you have done during your internship with the CSSci community. This presentation is conditional for successfully finishing your internship.

### **On-site internship supervisor**

It is possible to do an internship at the organization you are currently employed for. If this is the case, it is conditional that your on-site internship supervisor is not a direct colleague of yours. It is allowed for your manager to be your on-site internship supervisor. It is not possible for a family member to be your on-site internship supervisor.

### **Compensation**

There is no obliged minimum or maximum compensation for internships in The Netherlands. However, it is common to receive internship payment. Your employer decides what the amount of your compensation will be. The same counts for travel costs. For students from outside the EU it could be that your employer must request a work permit, which could take up to five weeks.

**Appendix 1.**  
**Internship application form**

Faculty of Social and Behavioural Sciences  
College of Social Sciences  
Computational Social Science

Date : \_\_\_\_\_

Information intern

Student number : \_\_\_\_\_

Name : \_\_\_\_\_

Address:

Street and number : \_\_\_\_\_

Postal code and city : \_\_\_\_\_

Phone number : \_\_\_\_\_

E-mail address : \_\_\_\_\_

Information internship Company :

\_\_\_\_\_

Address : \_\_\_\_\_

KvK : \_\_\_\_\_

Department : \_\_\_\_\_

Start date internship : \_\_\_\_\_

End date internship : \_\_\_\_\_

Workload (hours per week) : \_\_\_\_\_

Reimbursement (if applicable): :

\_\_\_\_\_

Job description:

Personal learning objectives:

Tasks to be carried out by the intern:

--

Did the on-site supervisor approve the internship: yes / no

Name on-site supervisor : \_\_\_\_\_

Signature on-site supervisor :

\_\_\_\_\_

Did the internship coordinator approve the internship: yes / no

Name internship coordinator : \_\_\_\_\_

Signature internship coordinator :

\_\_\_\_\_



**Appendix 2.**  
**Contract**

[Internship-agreement-UNL-Eng.pdf \(uva.nl\)](#)