



university of  
applied sciences

# **The (preliminary) stage of a work placement**

ICT & CT  
Information Technology Bachelor Emmen

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# 1 GENERAL

## 1.1 Introduction

The (individual) work placement is planned in the third year of the School of ICT & CT of NHL Stenden University of Applied Sciences Emmen. During this 90-day work placement the student comes into contact with the professional field where he or she acquires working experience which will benefit his/her technical and social skills. I refer hereby to the work placement handbook for the further objectives etc.

The work placement will have to be obtained by the student himself. Which requirements the assignment and a student must satisfy are described in the work placement handbook and in this document you can read how the process proceeds prior to the work placement.

Reference is regularly made in this handbook to Blackboard. The Blackboard information can be found in the course **ICT Stage en Afstuderen / IT Placement and Graduation**.

## 1.2 Work placement handbook is leading

The work placement handbook is the most important document at all times during the work placement. It is therefore necessary that you are aware of the contents of the work placement handbook and that you have studied it before looking for a work placement.

Since the work placement handbook is leading this also means that should there be discrepancies or omissions present in this document you must follow the work placement handbook.

## 1.3 Requirements before you may start a work placement

You may start looking for a work placement at any time but before actually starting with the activities you must satisfy two important requirements. The requirements are:

1. **You must have completed the propaedeutic phase and 45 EC from the main phase to be allowed to start the work placement.**

One of the components that the work placement agency checks is that you have sufficient credits, as you must have obtained at least 45 EC from the main phase before you can start the internship. In addition, you must be in possession of the Propedeuse. **If you do not meet these requirement, you can submit a request to the management of the computer science courses in Emmen to be admitted to the work placement.**

2. Because you must start early looking for a work placement it is sometimes awkward to estimate whether you will have achieved sufficient credits at the required time. It regularly happens that a student must start later with the work placement. So always communicate this important requirement clearly and on time to the work placement company.

3. **You must have approval for the work placement organisation from the work placement agency.**

The work placement that you want to carry out must be approved by the work placement agency. In this document you can read how you can obtain a suitable position.

The **course ICT Stage en Afstuderen / IT Placement and Graduation -> content -> Work placement Bachelor -> Preparation placement assignment checklist** also contains the requirements you are to meet before you may start on a work placement project.

## 1.4 Criteria

The requirements for a suitable work placement can be found in paragraph 2.2 of this document.

## 1.5 Procedures to obtain a work placement

1. Attend the first round of work placement information. **(It is compulsory that you attend.)**  
The first round of work placement information will cover topics which are applicable to obtaining a work placement assignment.  
The first round of work placement information takes place in the first or second week of October and the first or second week of March.
2. Independently looking for a suitable work placement assignment;
3. Present found work placement assignment(s) to the work placement agency;
4. Attend the second round of work placement information. **(It is compulsory that you attend.)**  
The second round of work placement information will cover the progress of the work placement period.  
The second round of work placement information takes place in the last (but one) week of January and the last (but one) week of June.

## 2 FIRST ROUND OF WORK PLACEMENT INFORMATION

### 2.1 Introduction

How do I obtain a good work placement and what is the process within the School of ICT & CT of NHL Stenden University of Applied Sciences Emmen to get the work placement approved? An answer to this question is given in this chapter.

Important matters during this part of the preliminary stage are the requirements which you must satisfy before you may start with a work placement, criteria for an assignment, which procedures you must follow and finding a work placement.

A number of important points:

- The **student has primary responsibility** for the successful progress of the work placement period. The consequence of this in every respect is the necessity for an alert, active attitude.
- **Obtaining** the work placement is the first part of the total work placement process. The **student himself** must take care of a suitable work placement. Timely action is therefore essential. The last submission date of the assignment is set for **15 June, respectively 15 January**.
- It always applies **an agreement is an agreement**.  
This means on the one hand, that if you have an approved work placement the school will then not place you somewhere else. Conversely it also happens that someone has accepted a work placement (approved by the work placement agency) with a company and subsequently receives another more attractive offer from another company. Although this is sometimes a pity it still applies that: **an agreement is an agreement**.

### 2.2 Work placement requirements

A suitable work placement meets the following criteria:

1. Content:
  - The work placement is ICT related.
  - The work placement has sufficient depth and level of difficulty.
  - The work placement is sufficiently broad and is embedded in the activities of the company.
  - The work placement offers the programme the possibility to evaluate and assess the qualities and performance of the student.
  - The size of the project is sufficient for at least 90 days of activities.
2. Learning opportunities:
  - The work placement offers the student opportunities to become acquainted with methods and techniques relevant for practical work in his subject area.
  - The work placement provides sufficient possibilities for the student to carry out that learnt in practice.
3. Supervision:
  - Graduated bachelor or master in the field of ICT.
  - The company supervisor has time and opportunity for the supervision.
  - The company supervisor has at least 3 years work experience in the subject area.
  - It is clear to whom the student is responsible within the company.
4. Resources:
  - The student has his own workplace with adequate facilities (desk, PC, communications facilities) in the organisation.
  - There are sufficient resources available for carrying out the assignment (laboratory facilities, equipment, software and such like).

- There is, as far as is necessary, a budget for necessary purchases (software, hardware, materials, etc.).
5. General:
- **The organisation where the work placement is carried out must sign the NHL-Stenden work placement agreement. If the organisation does not want to sign this agreement, it is not allowed to do the work placement in this organization. So ask in advance whether the organisation wants to sign the agreement which can be found on Blackboard.**
  - The organisation (or department) has had the student's subject area as its main task for quite some time and employs at least 5 employees.
  - The activities must be formulated by the organisation.
  - The student works 5 days a week for the organisation at the work location and working from home is not allowed.
  - Per organisation, only 1 work placement student and/or graduate of the NHL Stenden computer science training Emmen per 10 permanent employees may do an internship or graduate. Examples: If a company has 9 permanent employees, 1 student from our NHL Stenden computer science courses in Emmen may do an work placement and/or graduate there. If a company has 12 permanent employees, 2 students from our NHL Stenden computer science courses in Emmen may do an work placement and/or graduate there.

## 2.3 Finding a work placement

In order to be able to find a good work placement, you must first ask yourself what you have learnt during your study, which subjects you found enjoyable and interesting and what you want to do following your study. It is also advisable to consider which competencies you still want to develop to increase your chances in the desired career after your study.

You can find work placements via the following (possible) channels:

- **Via the work placement agency**  
Many companies and other organisations have come to appreciate the knowledge and commitment of students from the School of ICT & CT of NHL Stenden University of Applied Sciences Emmen. The advantage of such work placements is that the organisation, the work placement lecturer and the student all know beforehand what they can expect. The activities and supervision with this type of final project are well tailored to the knowledge and skills of the students from our programmes. On the other hand replying to such a work placement only makes sense, if the work placement closely fits to your learning outcomes and your expectations for the future. Some work placements are offered spontaneously and can be found on Blackboard. It obviously applies for the assignments on Blackboard that it is not certain that the assignments are suitable. It happens that the assignments which the work placement- agency can offer via Blackboard are not yet clearly specified. This only occurs during the job interview and in consultation with the student. After this the assignment must of course still be assessed by the work placement agency.
- **Own contacts, via via**  
Many students have contacts with organisations which offer interesting work placements. There is obviously nothing wrong in looking for a work placement via such a personal network. **It is not permitted to carry out a work placement in an own company or a company owned or run by family members.** Put out a few feelers, if you know that you want to start a work placement within a couple of months. Make sure, that at such a moment you can clearly indicate what type of work placement you are looking for and why you are such a suitable student. Even via-via you will still have to sell yourself as a student.  
A possible disadvantage of looking for your own work placement is that you can finish up on familiar ground. When you are certain that this is where your future lies, then this is not a problem. Otherwise it is advisable to explore another sector and widen your network.

- **Open applications**

A third way to obtain a work placement is via an open application. If you want a “tailored” work placement, then an open application is the best way. This requires a lot of effort but it is definitely worth the trouble. You can also look for a suitable company on various websites.

You can obtain a work placement via an open application. Be aware, that this route requires a lot of preparation.

It is important to examine in depth the organisation in which you are interested. Be aware that there are different types of organisations (large/small, formal/informal, profit/non-profit etc.) which all have their own culture. If you want to enjoy a work placement period, then it is important that you fit with the organisation and the people who work there.

Consider beforehand what you want to accomplish during your work placement period (working experience, experience with your subject area) and what your personal learning outcomes are (perhaps there are specific skills which you want to practise).

Collect information about the organisation by telephone or via Internet, by requesting annual reports, etc.

Then try to formulate work placement activities which are linked to your knowledge and skills and which make a contribution to the activities of the chosen department. Then send these activities, not more than one and a half A4 pages, as an attachment with an open application letter. Explain in the letter that you would like to carry out a work placement in the department in question, that you have a good idea for assignments but are also willing to think about other assignments and describe why you are such a good student. Indicate that you will get in contact by telephone after a week and make an appointment if there is mutual interest.

An example of an application letter and a Curriculum Vitae can be found in appendix A.

- **Current work placement companies and those of recent years**

You can ask the work placement agency where students on work placement and graduation students are currently working or have worked in recent years.

- **Company information days**

Companies regularly organise information days or fairs. You can visit these in a personal capacity.

- **Internet** (e.g. job banks, jobrapido.nl, afstudeerbank.nl, studentenbureau.nl)

- **Work placement abroad**

The School of ICT & CT of NHL Stenden University of Applied Sciences Emmen encourages students to do a work placement abroad. Doing a work placement abroad has become easier, for instance, through the concept of Europe. It is sometimes positive if you can mention working experience abroad on your Curriculum Vitae.

## 2.4 The application, the follow-up

Take the following into account with the application:

- **You must carry out a personal interview with the work placement company.** More information on points of attention etc. can be found in appendix B.
- Do not put all your hope in one company but ensure that you always have several possibilities. You can better have one position too many offered than none at all.
- Try to contact the correct person. It occasionally happens that you hear from the personnel department that there are “no positions” while via internal contacts something can be arranged.
- It sometimes happens that a company waits a long time to send a reply. If there is no reply after about 1 to 1.5 weeks then get in touch and, if necessary, remain active.
- With the “application” for a work placement indicate what the specific character of the Information Technology/Computer Science programme is. With the multitude of programmes not every company knows what Information Technology/Computer Science involves, therefore possibly provide relevant information about the various subjects.

- Sometimes the purchase of equipment, software etc is necessary for a project.  
Try to determine that this will not cause any hindrance for the activities.  
To what degree can you be sure that a planned machine is available on time?
- Try to estimate the level of the activities. In case of doubt contact the work placement agency.
- Provide a well formulated description of the work.  
It sometimes happens that after an assignment there is contact between the university and the work placement company.  
However, the aim must be that the written assignment in itself offers sufficient clarity.  
Therefore do not accept a piece of paper with the comment "otherwise let the university get in contact with us".  
The written description of the work placement must be approved by the university!
- It is necessary to keep a good administration of the actions undertaken (by telephone or by letter), also unsuccessful ones. Further use may possibly still be made of this information.
- The final decision on where a student does a work placement is taken by School of ICT & CT of NHL Stenden University of Applied Sciences Emmen!!
- Ensure a correct completion to the companies. This applies for the company where you are going to do your work placement as well as the companies which you have turned down. Always do this directly with the person with whom you have had contact.

**Result of the application:** A description of the work placement activities and company. You must make use of the standard digital **01\_WorkPlacementAssignmentDescription** form that can be found in the **course ICT Stage en Afstuderen / IT Placement and Graduation -> content -> Work placement Bachelor -> Preparation work placement assignment checklist** on Blackboard.. There may be additional appendices included with this standard form. You must send this standard form to the work placement agency.

## 2.5 Approval/rejection of the work placement

After the description of the work placement activities and the company has reached the work placement agency it will start up an assessment process which will have one of the following outcomes:

- Activities or company is/are unsuitable, you will have to look for a new work placement;
- (Information surrounding) the activities is/are unclear, a revised description of the work placement activities and company must be handed in;
- The work placement does not satisfy the requirements but may be suitable with a revision. The work placement agency will discuss this with the student whereupon a revised description of the work placement activities and company can be handed in;
- The work placement is approved.

**Final result approval/rejection of the work placement:** an approved work placement.

**Attention:** After approval of the work placement, the student must start work within 6 months. After 6 months, the approval to start the approved work placement lapses and the student must search for a new work placement.



## 3 SECOND ROUND OF WORK PLACEMENT INFORMATION

### 3.1 Introduction

You now have an approved work placement and you want to soon start with your work placement activities.

As you are aware there are a number of requirements which you must satisfy (see also paragraph 1.3) before you may actually start but there are also a number of things during the work placement of which you must take account and you also need to know how to complete the work placement period.

During this information session it is attempted to give an answer to these kinds of questions and a general explanation will be given on various topics. The explanation is kept general because you will also receive an explanation from the work placement lecturer who will visit at least 14 weeks after you have started with the work placement.

I want to again point out that reference is made to forms on Blackboard. The Blackboard information can be found in the course **ICT Stage en Afstuderen / IT Placement and Graduation**.

### 3.2 Requirements before you may start work placement activities

The requirements before you may start carrying out work placement activities are stated in paragraph 1.3. **Do not start until you have satisfied these requirements. If you do then you will have to stop with this work placement.**

### 3.3 During your work placement activities

- **Requirement:** The **02\_WorkPlacementNotificationForm** form **must** be returned to the work placement agency via e-mail in the first week that you start carrying out the work placement activities. (This is the signal for the work placement agency that you have started.)
- As a student you are primarily responsible for the correct progress of the work placement.
- If problems should arise during the work placement then you can always get in contact with the work placement agency.
- You will usually receive an introduction to the company (if you have not already had one).
- Keep in mind that this can be a difficult period (unknown terms, new people etc.). This is easier for some people than for others.
- Choose a middle course in the supervision. Not too much, but also not too little.
- Show the work placement handbook to your company supervisor.
- When on work placement you are out of the picture. If, for example, you must resit tests then you must keep track of this for yourself.
- Regularly inform your company supervisor about how things are going.
- There is a work placement return day.
- You must send a week report each week to the work placement lecturer.
- You must write a work placement report of 11000 – 12000 words (in the main text).
- If you hear nothing from the work placement agency within 1 month after the start of your work placement activities then contact the work placement agency.
- The number of working days: 90. (no less and this may be exceeded at the most by 10%.)
- Look in the work placement handbook for dates, rules, mail addresses, forms.
- Within 4 weeks after receipt of the **02\_WorkPlacementNotificationForm** form you will be informed by the work placement agency of the work placement lecturer who has been assigned to you. From that moment you can arrange everything with the work placement lecturer.
- You can arrange all current matters with the work placement lecturer and he/she will supervise you during the complete process.

- The work placement lecturer will pay a visit after at least 14 weeks after you start carrying out the work placement activities. Prepare the work placement visit from the work placement lecturer as well as possible.
- With the approach to the assignment, reporting etc. keep to the requirements as they apply at the university.
- Have an active attitude towards the company, work placement lecturer and university.
- Do not forget to send the provisional planning to the work placement lecturer. (This does not need sending to the work placement agency. You do not have to submit a provisional planning as long as you are unaware who your work placement lecturer is.)
- You must send a week report to the work placement lecturer at the end of each week.
- Discuss your performance during the work placement with the company lecturer.
- If you start late then you must sometimes plan over the summer vacation.

### **3.4 After your work placement**

- You must submit a work placement summary.
- A final grading moment must be drawn up by the work placement lecturer.

## APPENDIX A: EXAMPLE APPLICATION LETTER AND CURRICULUM VITAE

Lampe Engineering Company  
Attention of: Mr. J.A. Veld  
Berlagestraat 4  
7459 SE Locodorp

Re: vacancy number PX34/99

Machinestad, 7 January 2011

Dear Mr Veld,

As a student at the School of ICT & CT of NHL Stenden University of Applied Sciences Emmen, I am looking for a work placement organisation for ninety working days. I would like to carry out this work placement within your company.

I will introduce myself below and describe why I have chosen for your company.

I am Jan Zonderland and I am currently following the second year of the Computer Science programme. In the programme, my interest particularly lies in the area of Embedded Systems. I would find it very inspiring to develop this interest further within your company. Your company especially appeals to me through the possibilities in the area of microcontrollers and sensors.

I hope that the above information has aroused your interest and I therefore hope to be invited for an interview. Would you kindly give me an answer before 21 January?

With best regards,

Jan Zonderland

Hoofdweg 7  
9950 KJ Machinestad  
Tel: 0546-3125670  
E-mail: jzonderland@hotmail.com

## Curriculum Vitae of Jan Zonderland

Name: Zonderland  
First names: Johannes  
Forename: Jan  
Address: Hoofdweg 7  
9950 KJ Machinestad  
Telephone: 0546-3125670  
Date of birth: 15 August 1989  
Place of birth: Emmen  
Marital status: single  
Special circumstances: none / dyslectic /

### Programme:

2002-2007: havo (senior general secondary education) (Hondsrug college, Emmen)  
profile: Nature & Technology  
chosen subjects: Dutch, English, Physics, Mathematics, Chemistry  
  
2007 - NHL Stenden University of Applied Sciences, Computer Science

### Working experience:

2009-present Saturday help at Albert Heijn  
  
2008-2009 postman on Saturday

### Other activities:

2003-2009 leader of the "Zonder Land" scouting group

**Hobbies:** football

### NB:

*Example of a Curriculum Vitae. The details about education and working experience are also sometimes stated in reverse order (the most recent first).*

## APPENDIX B: PERSONAL INTERVIEW

### B.1 Preparation

Prepare yourself well for the interview (knowledge about activities and the company). You can often find information on the Internet. The work placement agency has additional information for some companies. If it involves an existing relation of our programmes, then the work placement agency can usually tell you even more about the company, the culture etc.

Make sure that you are on time (five minutes before the start of the interview) and that you dress smartly. Many organisations have made their request for a student known to several programmes. You are therefore often in a competitive situation. In addition, the company always has the right to contact the work placement agency.

Some organisations prefer an introductory meeting, others want you to first write an application letter.

Inquire where the interview will take place. Some companies have several locations. Make sure that you are at the correct location on time.

### B.2 What to take with you?

- A CV, with a copy. Should someone join in who does not have your documents, then hand him or her a copy;
- Your list with questions;
- Pen and notepad. Give a businesslike and interested impression. You can write your questions on paper beforehand;
- Diary, for a follow-up meeting;
- Possibly a portfolio;
- For emergency: your mobile phone and telephone number of the person with whom you have an appointment;
- Information about the company.

### B.3 The interview

The job interview is an interview (see for tips [www.leren.nl](http://www.leren.nl)). It is about making the best possible and honest impression, without having to reveal everything about yourself. You can also form an impression of the company for yourself. Show that you are interested, for example, by taking notes and asking questions during the interview. (which you have drawn up beforehand).

The first interview usually lasts about an hour and consists for the main part of questions and answers. Demonstrate with your answers that you are already somewhat informed about the assignment and the organisation and do not allow yourself to make value judgements. Try to find out more about the activities and the company during the interview. Clearly indicate what you want to work on. You do not need to have a ready-made answer; indicate if you would like to think for a moment about a question.

The assignments and the company must offer sufficient opportunities to adjust and expand your learning experiences. Furthermore, the company must offer you activities which are connected to the level of the programme. You must be given the possibility to operate fully in the organisation. An own workplace is therefore a first requisite.

Should the work placement organisation not satisfy the above points, then do not cancel this immediately, but try to arrange things better with the company.

Do not conclude the interview until you know what the procedure will be afterwards. Explicitly ask when you can expect to hear from them. If you have several applications, then tell them about this at the end of the interview. This is also another reason to know what will happen after the interview.

## **B.4 Supervision**

You have to be supervised and/or coached during execution of the work placement. Regular consultation with the company supervisor across the progress is necessary. Make clear agreements about this with the company supervisor.

## **B.5 Facilities**

Along with supervision agreements about facilities are important. This concerns a workplace, hardware, software and Internet/e-mail.

## **B.6 Finance**

Make clear agreements about the finance. Matters, such as travel costs. (if you do not have a public transport season ticket (OV-jaarkaart)), the work placement payment, (authors) rights and obligations, insurances, responsibilities and powers must be discussed and possibly be written down.