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| To interns Information Technology |

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| Date: | Reference: | Contact: | E-mail address: |
| 17 October 2023 | AICT/E/internship | Bert Meijerink | work-placement.ict-ct-emmen@nhlstenden.com |
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| Place: | Your reference: | Phone number; | Attachments: |
| Emmen | - | +31 591-853100 | Evaluation form |
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| Subject: | | |
| Internship review day for Information Technology study programme | | | |

Dear student,

On Friday 24 November the internship review day will take place at NHL Stenden Emmen. You may have heard about this concept already and you may also already know that it is compulsory for all students to attend, as components of the internship review day are part of the final assessment of the internship.

However, considering that your internship takes place abroad and is 200 km or further from NHL Stenden, we have decided that **you do not need to physically attend** the internship review day.

**Please do make sure to prepare the video** (see point 1), **a short report on your internship** (see point 2), **and to fill out the evaluation form** (attached), **as these components will be part of the final assessment of the internship.**

Please read on for more information about the video and how and when to submit it.

1. **Video on substantive internship experiences**

You are supposed to make a (promotional) video of three minutes which will be played on the internship review day. You can decide for yourself how you are going to design the film (full screen, only your hands, etc.). Topics that should be addressed in any case are:

• the nature of the company;

• the activities of the department;

• how is your day like;

• the nature of the assignments and the level of the duties;

• supervision.

Prepare this film well and use MP4 (send via Wetransfer or Surf filesender) as the file format and ensure that this video is delivered to the internship office ([work-placement.ict-ct-emmen@nhlstenden.com](mailto:work-placement.ict-ct-emmen@nhlstenden.com)) by **Thursday 9 November.**

**2. Short report on business information**

All internship students, in addition to the presentation mentioned at 1 above, are to prepare a short report about their host company. This report should include information that characterises the business. This information should be as original as possible, produced by the student, and focused on the internship.

Key points to cover are:

• which professional elements or methods make for a good connection to the study programme?

• which professional elements or methods are new?

• which parts of your internship activities were (or perhaps still are) difficult for you?

• about which parts of your internship activities would you want to learn more in the last stage of your study programme? (professional content, subjects, methods, skills, etc.)

Prepare your response to these points in writing, and give an explanation for each point with examples that refer to your internship activities/monthly reports.

Expected output: 2 page A4 with text.

**Make sure you have sent these replies no later than 14 November to:** [**work-placement.ict-ct-emmen@nhlstenden.com**](mailto:work-placement.ict-ct-emmen@nhlstenden.com)**.**

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| Kind regards,  Internship & graduation office |
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