

FD/FB/FBD: Internship

Amsterdam University of Applied Sciences

INTERNSHIP

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1 Introduction

1.1 Purpose of the internship

This is the manual to the internship part of your study at AMFI.

During the internship you experience how things are done in the industry. This is an excellent opportunity to benchmark your developed knowledge and skills: to what extent are your competences already at a professional level? And what skills do you still need to do to improve?

Your internship, your internship plan, the feedback forms, your AMFI supervisor, company supervisor, and the reflections you document in your process book will help you decide what you still need (or want) to learn so that after your graduation, you are fully prepared to enter the job market.

1.2 Internship options

Beside the regular internship where you take part in the daily tasks of a company, there is also the option to do research for a company. This might be an option if you wish to obtain a master's degree after your bachelor studies. The regular option is a project internship where you carry out a unique project for a company. Regardless of the type of internship you choose, you are supervised by a company supervisor, and – from a distance – by an AMFI supervisor.

Every internship is different, so it is important to do research in advance. A really good internship will give you useful material for your portfolio and access to a wide network of colleagues. Therefore, it is important to search carefully for the internship that is right for you. This manual will help you get started. It briefly describes the entire internship process from the preparation phase, the internship period itself, and the finishing and assessment part.

1.3 Deadlines and other updates

Deadlines for the hand-in of your internship plan and process book are as follows:

upload Internship Plan – first draft	before your start	before your start
upload Internship Plan – final version	week 1	week of 4 September, 2023
upload Midterm Process Book	week 9	week of 30 October, 2023
upload Final Process Book	week 19	week of 22 January, 2024
final grade in SIS	week 22	week of 19 February, 2024

These deadlines are also shared on the [Internship Sharepoint page](#), on which you can also find information such as:

- Recent updates;
- All internship forms;
- Internship vacancies;
- Reviews from other students about internship companies

2 Competencies

The Internship is part of your study and thus considered as a form of competence development. The main learning outcomes, according to the six AMFI competencies, are as follows:

- Research: you demonstrate a critical inquisitive attitude.

- Decision-making: you come to innovative (practical) solutions.
- Realisation: you take action in innovative, responsible and creative ways.
- Presentation: you communicate convincingly, authentically and at a professional level.
- Reflection: you reflect on set learning goals/competencies.
- Organisation: you work strategically and purposefully (together).

For a more detailed specification of the learning outcomes (concrete criteria), see the assessment form in the [Appendix](#) of this manual.

3 Study load and overview

3.1 Study load and entry requirements

The internship period is a compulsory course component of study year 3 and lasts 18 weeks of 38 hours, of which two hours a week (or 30 minutes per day) are dedicated to work on your process book. You will be doing an internship either in semester 5 or 6, depending on the chosen route in the flexible program.

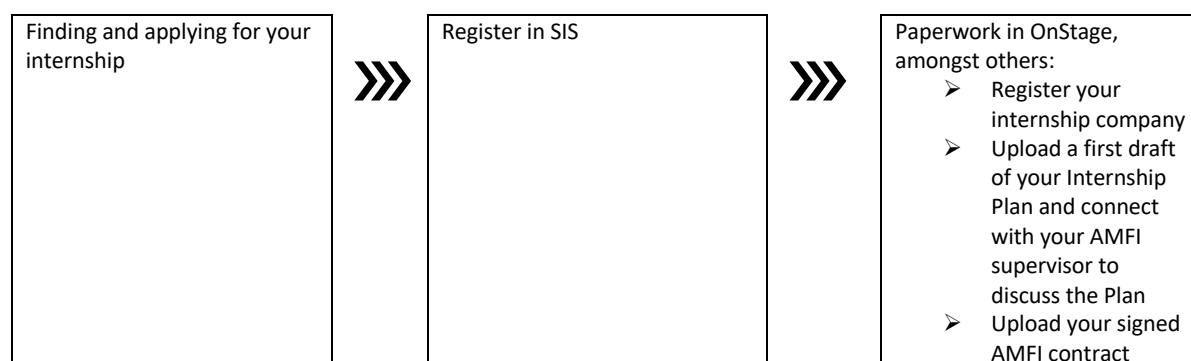
Because the internship is part of the flexible program, you can begin the internship only after you must have met all the **administrative requirements**, namely:

- you have **successfully passed your 1st year**;
- you have gained **at least 40 ECTS** study points in the **2nd year**;
- you have **registered for the internship in SiS**. For semester 5 SiS opens in March; for semester 6 SiS opens in September. You will be notified of the exact dates via email.

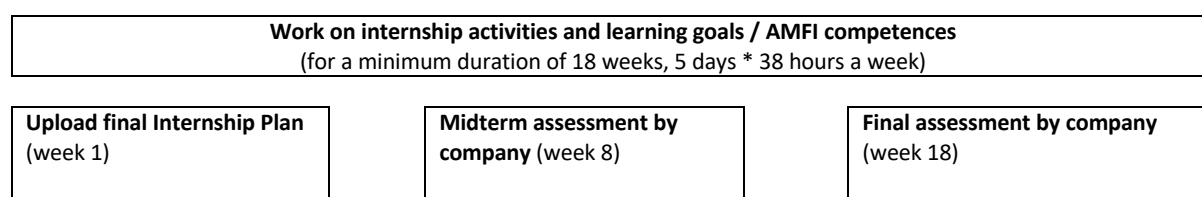
If these requirements are not met, please contact the Exam Committee via the [Request form](#) what grades you still need and when you will obtain these.

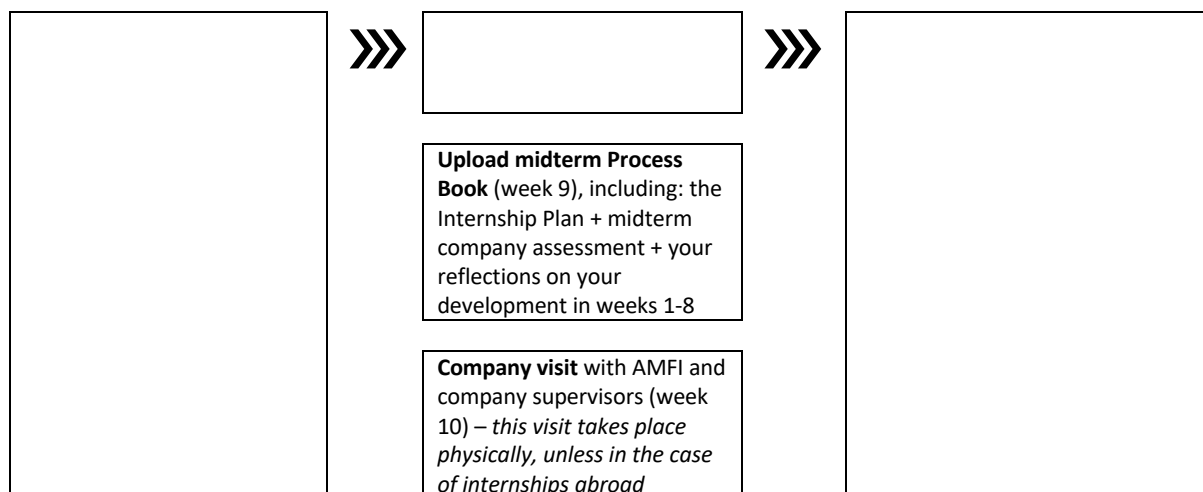
3.2 Internship overview

Preparing your internship (Chapter 4)

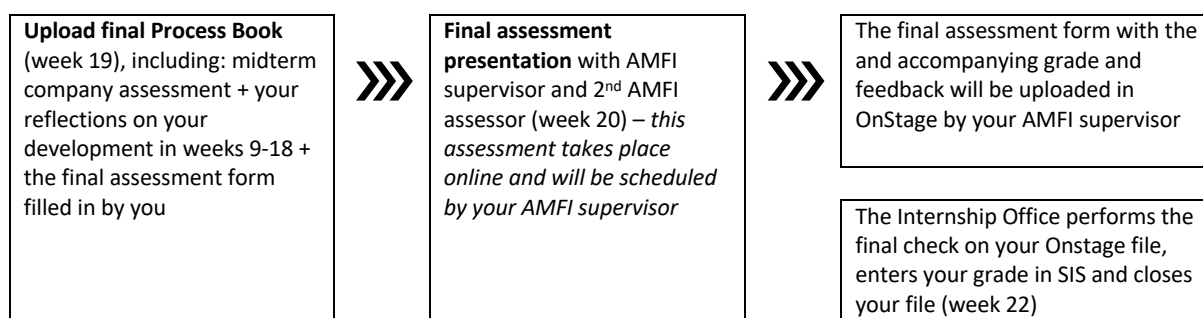


During your internship (Chapter 5)





Finishing and assessment of your internship (Chapter 6)



4. Preparing your internship

4.1 Where to go?

The search for a position, including the writing and sending of application letters, is your own responsibility. You are free to look for an internship position yourself, but AMFI also offers you the opportunity to apply for a position within our network of known internship companies. You can find the up-to-date vacancies [here](#).

A database of all previous internship companies that we have worked with is available via the [vacancyboard on Sharepoint](#). You can also check the [reviews page](#) to see if there are reviews by AMFI students about the specific company you have in mind.

4.2 Conditions for (new) internship companies

Keep in mind that, if you accept an internship position at an internship company that has not been registered yet at AMFI, the company must comply with the following criteria:

- The company is informed about AMFI and what AMFI represents;
- The company **exists for more than one year** and can show their foundation date and the number of the Chamber of Commerce;
- You can submit a company profile with a description of how their business links to the fashion industry;

- You can submit a description of the content of the offered internship position that meets the requirements of Dutch *Bachelor* (higher vocational training) qualifications, whereby the AMFI competences can be developed;
- You can explain why the company wants to recruit an AMFI intern and how many (other) interns are active for the duration of your internship;
- The company offers a professional work environment **with at least three permanent employees** with positions in the field of the internship;
- The company has a fashion(related) professional available to be your company supervisor that has professional training (minimum bachelor level) and/or long professional experience in the fashion industry (minimum of five years);
- The internship supervisor has experience in supervising interns and is not supervising too many students at the same time.

4.3 Internships abroad

Internships abroad are **not mandatory**, not even for the international programs. In AMFI's international programs, the main requirement for the flexible program is that the process book for the internship is written in English. Otherwise, the **international aspect of your diploma could be at risk**.

It is also essential that you speak the language of your internship country at an adequate level of proficiency. You should assume that at least five to six months of preparation will be needed for an internship outside of the European Economic Area (EEA) (finding a company, applying for a visa, arranging accommodation etc.) and about three months for an internship in a European country.

During an internship abroad, all your contact moments with your AMFI supervisor (including the company visit) will take place online.

If you need a statement from AMFI in connection with a visa application, please contact OFP at ofp-amfi@hva.nl.

For more information about internships abroad, navigate to [Chapter 8: 'Supplementary information on internships abroad'](#).

4.4 Preparation phase in OnStage

Once you have registered for the internship in SIS, a personal internship file will be created for you in OnStage. OnStage is our registration and tracking system for internships that collects all your documents in one single file, accessible for you, your AMFI supervisor and the Internship Office. Once you have your personal OnStage file, go to onstage.hva.nl and login with your HvA-ID@hva.nl and password.

Your internship can only officially begin when *all* steps in the preparation phase of OnStage are completed. In OnStage, the preparation phase looks as follows:

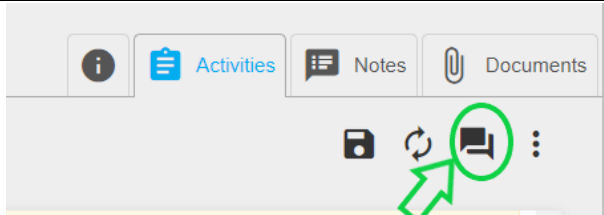
	✓	Done/complete
		On hold/paused

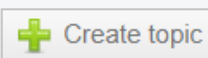
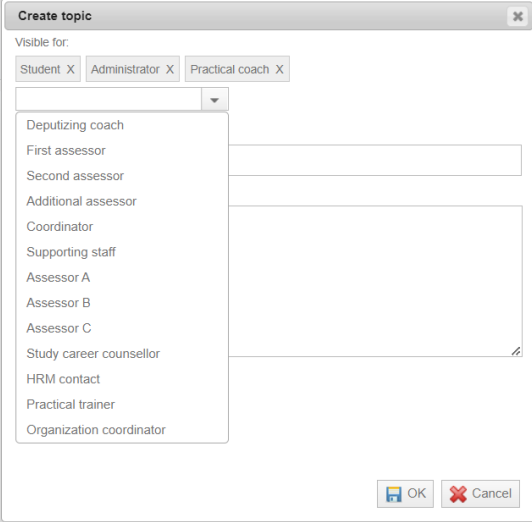
Stappenplan		▶	Step is currently open
▶ Start check		+	Step can be opened
Dutch or International program		S	Student
3rd or 4th year		COU	AMFI supervisor
Complete data for internship company and company supervisor		ADM	Internship Office (OFP)
Check company by internship coordinator			
Appoint supervisor by internship coordinator			
Upload Internship plan - start up version			
Complete start and end date internship			
Upload signed contract			
Optionele activiteiten			
+ Additional information new company			
+ Approval mentor internship year 4			
+ Contact information when going abroad			
+ Going abroad			

4.5 AMFI internship supervisor

Once you have found an interesting internship position or know the company you want to do your internship at, you will be allocated to your AMFI internship supervisor who coaches you from a distance. More information on the expectations of the AMFI supervisor can be found in [Chapter 5.2: 'AMFI supervisor'](#). You should get in touch with your supervisor to discuss your Internship Plan and mutual expectations.

Ideally, you have a talk with your AMFI supervisor before the internship begins. Communication with your AMFI supervisor takes place via OnStage (instructions below). **It is always up to YOU to initiate contact with your AMFI supervisor!**

	<p>In the upper right corner of your personal OnStage file, you can select the message icon.</p>
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	<p>Now select 'Create topic'.</p>
	<p>Always use the dropdown menu via 'Add role' to add the 'Practical coach' and 'Coordinator' roles, so both your AMFI supervisor and the Internship Office can read your message.</p>

4.6 Internship plan

In your Internship plan (**max. 5 pages**), you formulate what you want to learn or research. The template for your internship plan can be found in [Appendix 1](#).

In your Internship plan:

- You substantiate your motivation for the choice of your internship company, function and activities (linked to your Personal Development Plan).
- You explain why you chose this internship. What do you want to achieve? What career opportunities do you envision? What are your expectations of the internship? What will you take with you to your internship? What are you good at? What skills can you already apply? What pitfalls will you avoid? What will be asked of you?
- You explain what you have noticed about the company culture and how internal decision-making takes place. What are the main lines of communication? What is the hierarchy within the company? How do you do your research (about the company, about your role within the company, about solutions to problems raised by the specific assignments you receive, etc.)
- You made a draft of your Internship Plan before the internship started and went over a first version with your AMFI supervisor. In the first week of your internship, you will receive approval from your AMFI supervisor on your final Internship Plan.
- You formulate **a maximum of 5 learning goals** linked to the six AMFI competences (*Research, Decision-making, Realization, Presentation, Reflection, Organization*).
- Your learning goals are formulated SMART (*Specific, Measurable, Action-oriented, Result-oriented, Time-bound*), so that by the end of the internship you can say unambiguously whether you have achieved them. Linked to the AMFI competencies 'Actualisation' and 'Organisation', a SMART-formulated learning goal could for example be: "At the end of my internship, I worked with CLO for 30 minutes twice every week. I did research, created patterns, and practiced draping. To make this goal achievable, I organize a weekly feedback moment with my company supervisor to develop myself even better."

- You drafted your Internship Plan before the internship started and went over a first version with your AMFI supervisor. In the 1st week of your internship, you will have approval from your AMFI supervisor on your final Internship Plan. This plan will serve as the foundation of your internship process and should also be shared with the internship company.

Click [here](#) for a video on how to formulate SMART-goals for your internship.

4.7 Internship contract

The internship contract makes the rights and obligations of all three parties (you, the company and AMFI) perfectly clear, so that neither starts off with wrong expectations. The AMFI contract is compulsory, also when you decide to sign a company contract. Make sure that the company provides a clear description of the tasks (and/or internship assignment) involved; a contract that just says something like ‘accompanying activities’ is not specific enough. After your contract has been set up, it must be approved in OnStage.

N.B. Your signed contract and a first draft of your internship plan should be uploaded before the internship starts, after which your internship will be officially confirmed.

5 During your internship

During the internship, you have two supervisors: the AMFI supervisor and the company supervisor.

5.1 Company supervisor

The company supervisor is provided by your internship company and is the person who will guide you throughout your internship and provide you with all necessary resources and feedback to make sure that you can do the best work you can. They also evaluate your internship, the midterm assessment and the first final assessment.

To make sure both the company and the student gets the most out of the internship, the supervisor is expected to:

- Ensure that the internship position meets the requirements of Dutch *Bachelor* (higher vocational training) qualifications, whereby the AMFI competences can be developed;
- Acquaint the student with the work organisation, and to organise their workplace;
- Supervise the student in such a way that they can fulfil the role of intern optimally;
- Have regular feedback sessions with the student;
- Ensure that the student is present for the full working week (38 hours);
- Consult with the AMFI internship supervisor during this person’s company visit;
- Organise and hold a midterm assessment on the progress of the internship (using AMFI’s company assessment form that can be found in [Appendix 2](#)) and discuss this with the student and the AMFI supervisor during the company visit;
- Hold a first final assessment (using AMFI’s company assessment form that can be found in the [Appendix 2](#));
- Make it possible for the student to devote at least 30 minutes a day, or two hours a week, to maintaining their process book;
- Give the student the opportunity to return to AMFI during their internship for one day in order to take part in the AMFI’s Return Day (this applies only to students doing their internship in the Netherlands);

- Immediately contact the AMFI supervisor in the event of a conflict, or if the internship must be stopped because of illness, dismissal, bankruptcy, or any other reason which forces the annulment of the internship contract.

Just like other programmes at AMFI, you maintain a process book. You are expected to upload a midterm and final version (in PDF) in OnStage. Please note that the process book is a confidential document between your AMFI supervisor and yourself and that it is only made to see how your progress relates to your learning goals and competence development. It should not be made public in any way.

5.2 AMFI supervisor

AMFI provides the student with a supervising coach who gives feedback on the student's internship plan, midterm process book. The AMFI supervisor also assesses the internship period based on the final process book in Onstage.

Halfway through your internship period, the AMFI supervisor will be present at a joint interview with the student and the company supervisor during a **company visit**. This company visit is physical when your internship is located within the Netherlands; online meetings can only be scheduled for internships abroad. After the company visit, you make a plan of action for the second half of your internship to ensure you meet your goals.

TIP: If you have specific intentions or wishes regarding the continuation of your internship, please inform your AMFI supervisor before the company visit so that he/she/they can help you address this. For example, the midterm assessment may be a reason to define an extension of tasks, an independent assignment, or a research project for the second half of your internship.

Lastly, the AMFI supervisor is the first person to know about any **conflicts** between the student and the company supervisor. This enables the AMFI supervisor to give advice on how you can solve the problem. If this does not fix things, then the AMFI supervisor will contact the company directly, or consult with the internship coordinator. In the worst-case scenario, the internship will be terminated. If you disagree with a decision by your AMFI internship supervisor, you can contact the internship coordinator. If you are confronted with undesirable conduct during your internship, you are advised to contact an AUAS Confidential Adviser [here](#).

5.3 Intern

As an intern, you are expected to read the rules, regulations and instructions that apply to the internship company for the sake of order, safety, health, and confidentiality. You perform the work and/or assignments to the best of your ability and act with due care in respect of all matters, materials, etc. which are made available or entrusted to you by the internship company. You are also expected to stay in contact with the AMFI supervisor, to submit your Internship Plan and Process Books (Midterm and Final) in Onstage, be present during the assessments (Midterm and Final) with the company supervisor and be present at the company visit with the AMFI supervisor and company supervisor. **In case of any disputes with the company, the AMFI supervisor is the first person to reach out to.**

5.4 Internship process book

Make sure to update your process book and reserve at least two hours per week for this throughout your internship.

Please note that your process book is made to screen your progress in the development relating to your learning goals and AMFI competencies as decided upon in your internship plan. You upload your process book halfway through **and** at the end of your internship in OnStage for feedback from your AMFI supervisor. During the final assessment, it will be assessed by your AMFI supervisor and a second AMFI assessor. The process book will not be made public in any way.

In your internship process book, you will describe the following components:

- **Your internship plan.** The contents of the internship plan are described in '[Chapter 4.6: 'Internship plan'](#)'.
- **The midterm company assessment form** that is filled in by your company supervisor. AMFI's company assessment form can be found in [Appendix 2](#).
- In the midterm version of your process book, you **reflect on your own development in internship weeks 1-8**. Based on your Internship plan, feedback moments with your company supervisor, and the midterm company assessment by your company supervisor, you describe your **own qualities and limitations and what you want to further develop**.
- You will discuss your midterm Process Book with your AMFI supervisor.
- **A plan of action for the second half of your internship following the company visit** (see [Chapter 5.2](#)). If the midterm assessment turns out to be a reason to change your internship plan or learning goals, e.g. because they have already been achieved, include this in the follow-up of your process book.
- **The final company assessment form** that is filled in by your company supervisor. AMFI's company assessment form can be found in [Appendix 2](#).
- In the final version of your process book, you have expanded on the midterm version with a comprehensive **final reflection on your own development in internship weeks 9-18**. Based on your experience of the internship, the company visit with your AMFI supervisor and company supervisor, (if applicable) an adjusted internship plan, regular feedback moments with your company supervisor and the final assessment by your company supervisor, you describe your **own qualities and limitations and what you want to further develop**. What has the internship brought you (learning efficiency), what does it mean for your further (competence) development at AMFI and what does it mean from a professional point of view? The **final assessment form** that is filled in by yourself should also be included. The text should be objective, to-the-point, and phrased clearly (In Arial, font size 9).

Your internship process book should comply with the following guidelines:

- **PDF of max. 50 pages;**
- **Numbered pages;**
- **A table of content;**
- A **resource list** that is organized in sections with section headings and paragraphs;
- The **layout** is in line with the company's DNA, consistent (a template is recommended), and has text and visuals (of work created during the internship) that support each other;
- The **text** is written in correct English or Dutch in terms of spelling, grammar, style, and punctuation. The tone and style of the text are objective and the text itself is concise and structured.

In OnStage, the execution phase looks as follows:

Step-by-step plan		✓	Done/complete
+ Final Internship plan	S, PC	⏸	On hold/paused
+ Process book midterm version	S, PC	▶	Step is currently open
+ Process book final version	S, PC, AS2	+	Step can be opened
+ Final Assessment form	PC, AS2	S	Student
+ Final grade internship	PC, AS2	ADM	Internship Office (OFP)
+ Final check internship file	ADM	PC	Practical Coach (AMFI supervisor)
		AS2	2 nd AMFI Assessor
Optional activities			
+ RESIT Final Assessment form	PC, AS2		
+ RESIT Final grade internship	PC, AS2		

6 Finishing and assessment of your internship

6.1 Final assessment presentation

Following your midterm assessment, your company supervisor fills in a first final assessment. The second, **final assessment** of your internship is done by your **your AMFI supervisor and a second assessor** (also from AMFI) during a **final assessment presentation**. Both assessors will assess you on your internship plan, the midterm and final assessments by the company, the company visit with your AMFI and company supervisor, process book (midterm and final version) **and** the final assessment presentation.

The final assessment presentation is an **online 30-minute presentation** that will be planned by your AMFI supervisor. Timewise, it is divided as follows:

- 7-minute presentation by the student;
- 7-minute Q&A from assessors to student;
- 10-minute assessment by assessors (student goes offline);
- 6-minute feedback moment from assessors to student.

Before the final assessment: you are expected to fill in the final assessment form and include this in our processbook. The form can be found in [Appendix 3](#) (**N.B. This is a different form than the company assessment form**).

During the final assessment, so during your 7-minute presentation: you use the pages of your process book that substantiate your process the best as a base for reflecting on your work activities and learning goals/AMFI competences.

After the final assessment: the final assessment form, an accompanying grade, and the feedback from your assessors will be uploaded in OnStage by your AMFI supervisor. The Office Flexible Program checks if all requirements have been met. If so, your grade will be entered in SIS and your OnStage file will be closed.

6.2 Eligibility requirements for the final assessment

For the second final assessment to take place, you must meet the following criteria:

- You have completed an internship of at least 18 weeks of 38 hours, of which two hours were spent weekly on the internship process book;
- You have uploaded a final Internship Plan in OnStage that has been approved by your AMFI supervisor;
- You have uploaded a midterm Process Book that meets the set requirements, including the midterm assessment form completed by your company supervisor;
- You have had a midterm review ([company visit](#)) together with your company supervisor and AMFI supervisor;
- You uploaded a final process book that meets set requirements, including the final assessment form completed by your company supervisor.

The 30 ECTS are only allocated if you have obtained a grade of a 5.5 or higher. Each AMFI competence on the assessment form must be assessed as being at least sufficient.

6.3 Resit procedure

The AMFI internship supervisor will inform you. In OnStage, you will be able to upload a revised version of your final process book. The AMFI supervisor and a second assessor will review your revised final process book and upload the resit assessment form and resit grade.

7 Programme set-up

7.1 Week by week structure

The week by week structure during the internship will be different for each company, but generally looks as follows:

Week 1	<p>Introduction: gather all information that is needed to finalize your Internship Plan. Navigate to Chapter 4.6: 'Internship plan' for detailed information on the content and go to Appendix 1 for the template.</p> <p>Use the feedback from your AMFI supervisor and upload your final internship plan in OnStage. Also include it in your process book and share the internship plan with your company supervisor.</p>
Week 2-7	<p>Process book: you now understand the basics of your work and daily activities. Get into the habit of collecting images of your internship process to use in your process book and give regular attention to a reflection on your development. Navigate to Chapter 5.4: 'Process book' for detailed information on the content.</p> <p>TIP: Make sure to schedule your midterm assessment (week 8) and company visit (week 10) ahead of time. Week 6 would be a good moment to address this.</p>
Week 8	<p>Midterm assessment: the interim review with your company supervisor. It is mandatory to use AMFI's company assessment form (Appendix 2).</p>
Week 9	<p>Midterm Process Book: upload this document in which you reflect on your own development of weeks 1-8. Navigate to Chapter 5.4: 'Process book' for detailed information on the content.</p>

Week 10	<p>Company visit: this <u>physical</u> visit is with you, your AMFI supervisor and your company supervisor. Online meetings can only be scheduled for internships abroad. Navigate to Chapter 5.2: 'AMFI supervisor' for more information on the company visit.</p> <p>After the company visit, you make a plan of action for the second half of your internship.</p>
Week 11-17	<p>Deepen your internship: Continue collecting images of your internship process for your final Process Book. Also continue giving attention to the reflection on your Internship Plan.</p> <p>TIP: Make sure to schedule your final assessment ahead of time (week 18). Week 16 would be a good moment to address this.</p>
Week 18	<p>First final assessment with your company supervisor.</p> <p>Make sure you finish your internship in a proper way and round-off all work activities.</p>
Week 19	<p>Upload the final process book and make sure it includes all necessary components.</p>
Week 20	<p>Final assessment with AMFI. Detailed information about this can be found in Chapter 5: 'Finishing and assessment of your internship'.</p>
Week 22	<p>Grade: publication of your grade in SIS.</p>

8 Supplementary information on Internships abroad

8.1 Study funding: Free public transport travel pass

The Dutch student funding organization *DUO-IB* has forms for you to temporarily suspend your *OV kaart* (free public transport travel pass) for the duration of your stay abroad. If you live with your parents and receive a *thuiswonende beurs* (living-at-home study grant) then you can apply for a *uitwonende beurs* (independent living study grant) for the period that you live abroad. Check [this link](#) for more details. For questions about study grants and/or the free public transport travel pass, check [this link](#).

8.2 Purpose of the scholarship

The scholarship is intended as a supplement to the basic student grant (study funding provided by the Dutch government) to compensate students for the additional costs induced by a study program or internship abroad. The scholarship is only given once, so think wisely about using it for an internship or an exchange.

For students doing their internship abroad, several scholarships are yearly granted for the travel and living costs. The **Erasmus+ scholarships** is for internships and studies within a member state of the European Union and the **NL Scholarship** for internships and studies outside of Europe.

For students doing their internship within the Netherlands, the **NL Scholarship** is a scholarship of the Ministry of Education, Culture and Science and the Dutch Universities (of applied sciences). The scholarship is meant for students that want to study, do an internship, or do their research thesis outside the European Economic Area (EEA). The EEA consists of the European Union, Liechtenstein, Iceland, and Norway.

8.3 Application procedure for an Erasmus+ scholarship

All the necessary information, instructions and forms you need to apply for this scholarship can be found [here](#) for international students and [here](#) for Dutch students. The completed application forms must be submitted to the Flexible Program Office, who will forward them to the HvA's internationalisation officer who is responsible for making the scholarship payments. Pay attention to the following conditions when applying for an international scholarship:

- AMFI recognises an internship abroad as a part of the student's study program, hence the HvA's *Bureau Buitenland* (Internationalisation Office) grants the appropriate allowance. Depending on the number of scholarships we get allocated, we will set up priorities for Exchange followed by Internships (in order of countries; always check the [Internship Sharepoint page](#) for the current details).
- Make sure to stick to the set deadlines; applications after the set deadlines will not be considered.
- The scholarship is only allocated to international internships.
- Incomplete or manually filled-in forms cannot be taken into consideration.
- The period concerned must be no less than three months and no more than one study year (that is to say, no more than 10 months).
- Think carefully about doing an internship abroad. If you decide to go abroad, then start applying at least six months in advance for a position, visa, and work permit.
- A special visa (J1) and special work permit (DS 2020) are required to do an internship in the US. The website www.wilweg.nl has a great deal of useful information on requirements regarding visas, work permits, etc. in different countries.

8.4 Application procedure for a NL Scholarship

All the necessary information, selection criteria, instructions and forms you need to apply for this scholarship can be found [here](#). The completed application forms must be submitted online via the AUAS website. Selection for AMFI will be based on grades first. If necessary, motivations will be checked. Please stick to the set deadlines to prevent disappointment.

9 Compensation and Insurance

9.1 Compensation

If you have a job while studying, following an internship might mean having to (temporarily) stop working. The internship company can pay an intern an allowance. The size of this allowance is often determined by your travel costs and possibly also your accommodation costs (in case you have to move). The fact that you possess a student's free travel pass (an *OV studentenkaart*) does not mean that you cannot claim - and receive - a travel allowance. It is therefore not unusual that the internship company gives the intern a financial allowance for their travel costs. This usually amounts to €250 and €350 per month, but an internship allowance is not a legal requirement, so it is good to discuss it with the company in advance of the internship. Companies abroad generally do not offer an internship allowance.

9.2 Liability insurance

In principle, an intern is employed by the internship company in a situation comparable to that of a temporary worker passed to the company through an employment agency. In this sense, you perform

your work activities under the responsibility of the internship company. You are a student of AMFI (and the Amsterdam University of Applied Sciences), which means that you are subject to the rules and regulations of the internship country. You are highly advised to find out in advance how third-party liability insurance in that country is arranged. In principle, three possible liability situations may occur:

- **Damage to third parties:** if a student causes damage to a third party during their internship (e.g. to a customer or visitor of the internship company), then either the internship company or AMFI can be held responsible for this damage.
- **Damage to the internship company:** if a student causes damage to the internship company itself (e.g. a student drops and breaks something, causes a short-circuit, etc.), they can be held responsible and therefore the Amsterdam University of Applied Sciences can be held responsible. Damage claims made against the student are only tenable when it can be proved that the student was negligent. This kind of damage usually culminates in a conflict between the various parties' insurance companies. That is to say, those of the company, the student, or the Amsterdam University of Applied Sciences. **There is an own risk on the AUAS policy for €10.000.**
- **Damage to the student/intern:** if a student sustains damage (e.g. bodily harm or damage to personal possessions) during their work as an intern, the student can hold the company responsible. The damage is then covered by the company's own liability insurance.

The guiding principle regarding insurance is that internship company is responsible for the student's actions while performing their duties as an intern on behalf of the internship company. For those situations in which a claim might legitimately be made against the AUAS, the AUAS has its own third party liability insurance cover.

If you plan to do your internship abroad, you must also find out whether your existing health insurance will cover the costs of health care in that country. You may also need to arrange separate health insurance via this website, , which can be arranged via [Aon Student Insurance](#), who offer an Insurance Passport for Students (IPS) that covers the costs of medical and dental treatment, medical assistance, accidents, third party liability, legal aid and baggage loss.

Appendix 1. Internship plan

N.B. Use of this form is mandatory and it should be uploaded in OnStage.

AMFI – Amsterdam Fashion Institute internship plan

Student name	
Student number	
Specialisation (previously: dimension)	
Mentor	

Context of your internship

Motivate/Describe why you have chosen for this company/function/these workactivities, based on your qualities, skills and Personal Development Plan (PDP) . <i>Why this internship? What do you want to achieve, what career opportunities do you envision? What are your expectations of the internship? What will you take with you to your internship? What are you good at? What skills can you already apply? What pitfalls will you work on? What will be asked of you?</i>	
Describe the company DNA (vision, mission, values and aims) and the company <i>culture</i> (small/big, formal/informal etc).	
Describe and analyse the <i>structure</i> of the company (f.e. according to an organogram), its nature (its products/services), target group and market position (according to a SWOT analysis)	

Workactivities

Specify your internship workactivities/project or research.	
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Learning goals and AMFI competences

<p>-Formulate your max. 5 learning goals SMART (Specific, Measurable, Action-oriented, Result-oriented, Time-bound), so that by the end of the internship you can say unambiguously whether or not you have achieved them. Additionally, consider splitting your learning goals in professional and personal goals, or in soft skills and hard skills</p> <p>-Describe how the learning goals link to and how you can develop the AMFI competences during your internship (research, decision making, realisation, presentation, reflection and organisation). <i>Linked to the competencies 'actualisation' and 'organisation', a SMART formulated learning goal could for example be: 'at the end of my internship, I worked with CLO for 30 minutes twice every week. I did research, created patterns and practiced draping.' To make this goal achievable, I organise a weekly feedback moment with my company supervisor to develop myself even better.'</i> >SMART-goals during Internship.mp4</p>	
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Global workplan

Link the learning goals/AMFI competences to planned work activities in the internship	
Describe when and how you plan on evaluating your development in the learning goals/AMFI competences	
What agreements are made with your company supervisor about coaching and time dedicated to working on your process book (guideline: two hours per week)?	

Optional (only to be filled out in case of a research or a project internship)

-Give a brief description of the project / research question(s)	
-What is the purpose of this project or research and what is the relevance for the industry	

** A first draft of this Internship Plan (max. 5 pages) should be uploaded in the preparation phase of the internship and finalised in week 1. This plan will serve as the foundation of your internship process and should also be shared with the internship company. At the midterm company assessment and company visit (week 9) the goals will be evaluated to see what progress has been made and if they need to be re-evaluated. Please note: the process of your internship will be documented in your internship Process Book, which is a confidential document between you and your AMFI supervisor.*

Name internship company:	Department:
City and country:	
AMFI supervisor:	Company supervisor:

***Your AMFI supervisor will approve this Internship Plan via OnStage. The approved document then marks the startingpoint of your internship collaboration. Your AMFI supervisor will provide feedback on your midterm Process Book, and will act as a sounding board in the week 9 company visit and will ultimately assess your final Process Book together with a second reader.*

Date:

Signature student:

Appendix 2. Company assessment form internship 2023-2024*

N.B. This form is both for your midterm and first final assessment that is executed by your internship company. Use of this form is mandatory and it should be included in your process book.

* This is a draft version of July 2023, changes are still possible.

Student: Student number:	Company supervisor:	Assessment: <input type="checkbox"/> Midterm <input type="checkbox"/> Final
Internship company:	Internship position:	Department:

COMPETENCY	AMFI BACHELOR LEVEL INDICATORS	ASSESSMENT CRITERIA	ASSESSMENT LEVELS				
RESEARCH	<p>Has broad knowledge of and insight into the role that the internship position has.</p> <p>Has broad knowledge of and insight into the internship company and how it is connected to the fashion industry.</p>	<p>Substantiates choice / motivation for and learning goals within chosen internship company and position.</p> <p>Identifies and describes the company structure and culture.</p> <p>Uses relevant and up to date sources to identify and analyse the company DNA, products / services, the market positioning, and target group.</p> <p>Demonstrates in-depth and structured research.</p> <p>Demonstrates a critical, inquisitive attitude (asks questions) and makes connections.</p>	Excellent	Good	Sufficient	Marginally insufficient	Insufficient
DECISION-MAKING	<p>Is able to develop complex, innovative and strategic solutions that align with a complex context.</p> <p>Makes choices based on relevant data and considers social, professional, ethical aspects.</p>	<p>Uses own knowledge and creativity to realise ideas or solutions in a professional manner and in line with learning goals / personal development.</p> <p>Experiments to explore new paths.</p> <p>Demonstrates a contemporary vision on the fashion industry.</p>	Excellent	Good	Sufficient	Marginally insufficient	Insufficient

		Is able to think about project goals and priorities at metalevel and is able to make strategic choices.					
ACTUALISATION	<p>Demonstrates a professional approach from a fashion perspective.</p> <p>Takes action in an innovative, responsible and creative manner.</p> <p>The product / the service has been executed at a professional level, both on content and form.</p> <p>Is able to translate a persuasive personal vision into a product / service for the fashion industry.</p>	<p>Realises the transition from idea / solution to product / service in a creative and persuasive manner.</p> <p>Uses demonstrably acquired knowledge and skills to do so.</p> <p>Achieves balance between ambition, quality, and feasibility.</p> <p>Demonstrates evidence of personal vision and development in actualisation process.</p>	Excellent	Good	Sufficient	Marginally insufficient	Insufficient
PRESENTATION	<p>Communicates persuasively, authentically and at a professional level, with consideration for the complex context.</p>	<p>Demonstrates ownership of acquired knowledge and skills in context of the personal development.</p> <p>Presents oneself in a professional / representational manner within the company.</p>	Excellent	Good	Sufficient	Marginally insufficient	Insufficient
REFLECTION	<p>Develops in learning goals / competencies through reflection on own work and actions.</p> <p>Is open to feedback / feedforward, reflects and acts accordingly, takes responsibility for own conduct.</p>	<p>Reflects on the development within learning goals / competencies.</p> <p>Demonstrates insight into personal development, qualities, and limitations.</p> <p>Is able to identify development opportunities for the future.</p>	Excellent	Good	Sufficient	Marginally insufficient	Insufficient

ORGANISATION	<p>Takes responsibility for their own work and the study process.</p> <p>Demonstrates a sustainable and ethical attitude during the internship work activities.</p> <p>Takes responsibility for self-development and results of own work. Enters into active collaboration within / outside of the company to achieve learning and project goals.</p>	<p>Works strategically and goal-oriented.</p> <p>Has a proactive and professional work attitude (information, agreements, time etc.)</p> <p>Guards personal balance, sustainable employability, stress / energy, and time management.</p>	Excellent	Good	Sufficient	Marginally insufficient	Insufficient
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ASSESSED AS	EXCELLENT / GOOD / SUFFICIENT / MARGINALLY INSUFFICIENT / INSUFFICIENT
FEEDBACK	
DATE	
SIGNATURE COMPANY SUPERVISOR	

Appendix 3. AMFI assessment form internship 2023-2024*

N.B. This form is for second final assessment that is executed by your AMFI supervisor. Use of this form is mandatory in preparation of your second final assessment. It should be filled in by yourself and included in your process book.

* This is a draft version of July 2023, changes are still possible.

Student: Student number:	First assessor (AMFI supervisor):	Second assessor:
Specialisation (formerly dimension): FD / FBD / FB	Internship company:	Internship position:

COMPETENCY	PRODUCT	AMFI BACHELOR LEVEL INDICATORS	ASSESSMENT CRITERIA	ASSESSMENT LEVELS				
RESEARCH	Internship plan	Has broad knowledge of and insight into the role that the internship position has.	Substantiates choice / motivation for and learning goals within chosen internship company and position.	Excellent	Good	Sufficient	Marginally insufficient	Insufficient
	Process book	Has broad knowledge of and insight into the internship company and how it is connected to the fashion industry.	<p>Identifies and describes the company structure and culture.</p> <p>Uses relevant and up to date sources to identify and analyse the company DNA, products / services, the market positioning, and target group.</p> <p>Demonstrates in-depth and structured research.</p> <p>Demonstrates a critical, inquisitive attitude and makes connections.</p>					

DECISION-MAKING	<p>Process book</p> <p>Company visit</p> <p>Final assessment presentation</p>	<p>Is able to develop complex, innovative and strategic solutions that align with a complex context.</p> <p>Makes choices based on relevant data and considers social, professional, ethical aspects.</p>	<p>Uses own knowledge and creativity to realise ideas or solutions in a professional manner and in line with learning goals / personal development.</p> <p>Experiments to explore new paths.</p> <p>Demonstrates a contemporary vision on the fashion industry.</p> <p>Is able to think about project goals and priorities at metalevel and is able to make strategic choices.</p>	Excellent	Good	Sufficient	Marginally insufficient	Insufficient
ACTUALISATION	<p>Process book</p> <p>Company visit</p> <p>Final assessment presentation</p>	<p>Demonstrates a professional approach from a fashion perspective.</p> <p>Takes action in an innovative, responsible and creative manner.</p> <p>The product / the service has been executed at a professional level, both on content and form.</p> <p>Is able to translate a persuasive personal vision into a product / service for the fashion industry.</p>	<p>Realises the transition from idea / solution to product / service in a creative and persuasive manner.</p> <p>Uses demonstrably acquired knowledge and skills to do so.</p> <p>Achieves balance between ambition, quality, and feasibility.</p> <p>Demonstrates evidence of personal vision and development in actualisation process.</p>	Excellent	Good	Sufficient	Marginally insufficient	Insufficient
PRESENTATION	<p>Process book</p> <p>Company visit</p> <p>Final assessment</p>	<p>Communicates persuasively, authentically and at a professional level, with consideration for the complex context.</p>	<p>Demonstrates ownership of acquired knowledge and skills in context of the personal development.</p> <p>Process book has been written professionally, structured and lay-out is in</p>	Excellent	Good	Sufficient	Marginally insufficient	Insufficient

	presentation		line with the DNA of the company.					
REFLECTION	Internship plan Process book Company visit Final assessment presentation	Develops in learning goals / competencies through reflection on own work and actions. Is open to feedback / feedforward, reflects and acts accordingly, takes responsibility for own conduct.	Reflects on the development within learning goals / competencies. Demonstrates insight into personal development, qualities, and limitations. Is able to identify development opportunities for the future.	Excellent	Good	Sufficient	Marginally insufficient	Insufficient
ORGANISATION	Internship plan Process book Company visit Final assessment presentation	Takes responsibility for their own work and the study process. Demonstrates a sustainable and ethical attitude during the internship work activities. Takes responsibility for self-development and results of own work. Enters into active collaboration within / outside of the company to achieve learning and project goals.	Works strategically and goal-oriented. Has a proactive and professional work attitude (information, agreements, time etc.) Guards personal balance, sustainable employability, stress / energy, and time management.	Excellent	Good	Sufficient	Marginally insufficient	Insufficient

FINAL GRADE	
EXPLANATION OF FINAL GRADE	

DATE	
SIGNATURE FIRST ASSESSOR	
SIGNATURE SECOND ASSESSOR	