

INTERNSHIP INFORMATION FORM



Information trainee

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Information organisation

• Name of the organisation:	Vrije Universiteit Brussels, Study Guidance
• Address:	Pleinaan
• Department:	Study guidance

• Name management:	Renaat vandekerkhof
• Tel. management:	026292498

• Name mentor:	Renaat vandekerkhof
• Function mentor:	Mentor
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Task Description

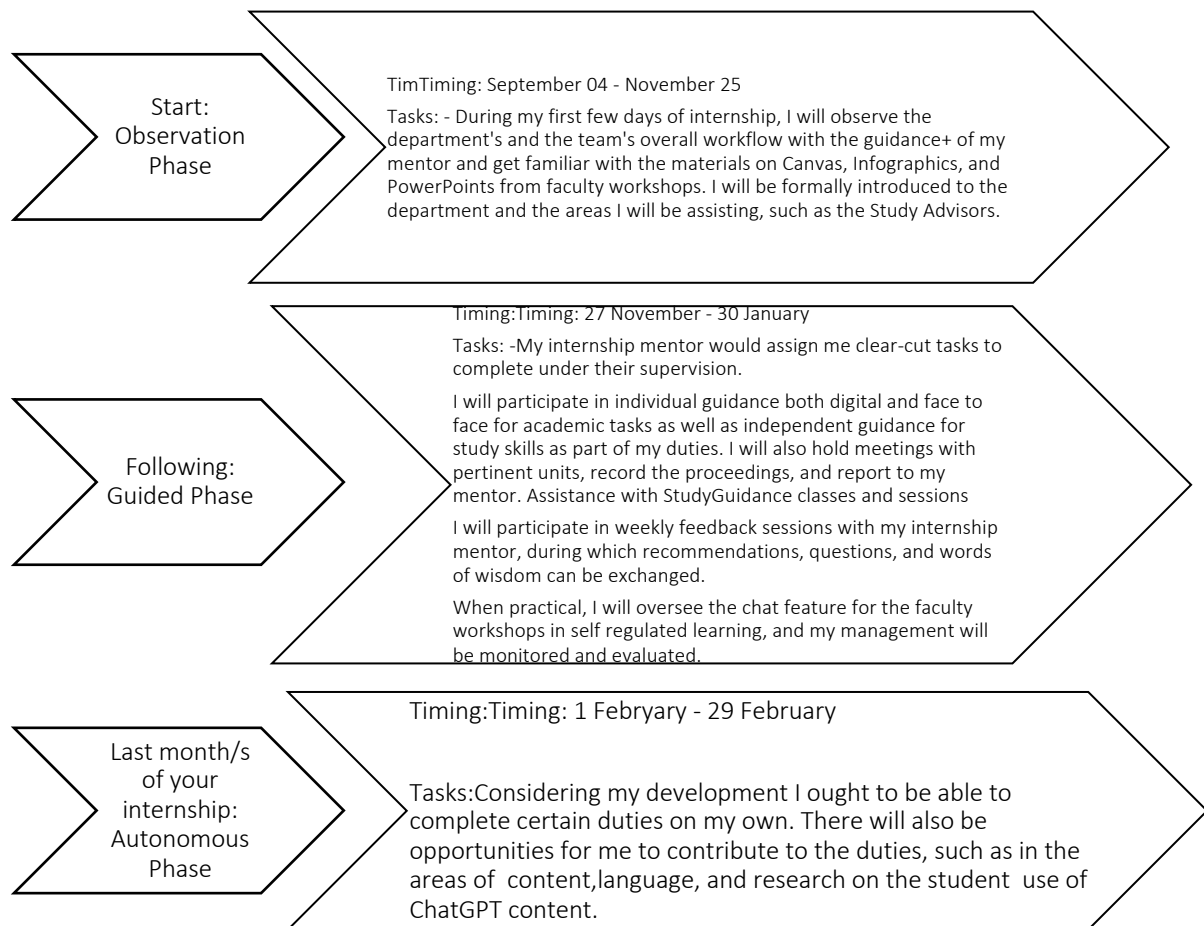
My main tasks during the internship will be:

- Checking on Study Guidance e-tools platforms and user interface such as Canvas and the Infographics and bring new perspectives, if possible, from a student's viewpoint.
- Managing, when possible, the chat function for the digital English facultative workshops on Study skills, Exams skills, and Bachelor paper/ Master thesis writing.
- Checking language and user interface English PowerPoints during facultative workshops on Study skills, Exams skills, and Bachelor paper/ Master thesis writing.
- Checking language and user interface English infographics about study skills, Exams skills and Bachelor paper/ Master thesis writing.
- Conduct research on the students use of ChatGPT in paper and thesis writing and its effect on our provided guidance to enhance guidelines for student counselors.

Period and Planning

I will do my internship from (FILL IN: .04./09../2023....) to (FILL IN:29 /.02./2024....).

My main tasks explained above will proceed and be completed in the following way:



Learning Goals

My four learning goals, using the **SMART principle** as a guide, are:

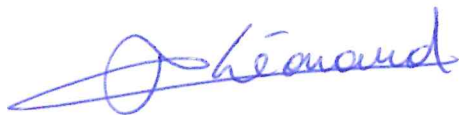
1. To broaden my knowledge and comprehension at the start of my internship and during the weekly mentor meetings, I will use the skills I learned from the E-learning course and professional development to learn how to use various platforms, including Canvas and PowerPoint to create content.
2. In order to develop significant recommendations for student counsellors, I will enhance my research expertise by investigating how students use ChatGPT.
3. Improve my organizational and time management skills by attending meetings, taking precise minutes and notes, promptly reporting to the mentor, and overseeing the chat feature for the online workshops in digital English. From the beginning until the completion of the internship, this objective will be accomplished.
4. By the end of my internship, I will have enhanced my editing competencies through writing reviews on self-regulated learning to develop strategies for improving students' motivation.

In agreement,

On behalf of the organisation

Signature management

Rebecca Leonard



Signature mentor

Renaat Vandekerckhof



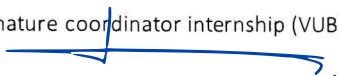
On behalf of the student

Signature student

.....MK.....

On behalf of VUB

Signature coordinator internship (VUB)



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Signature internship coach (VUB)



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