

MSc. Internship Elective

ID 5010

IDE

INTERNSHIP

Pick
ME!

HAND IN

IDEAS

SPECIAL

SMART

COOL
COMPANY

REPORT

FINISH

Manual

Last updated February 2024
Faculty Industrial Design

Important information!

Application

Applying for the Internship Elective goes through Osiris Cases. In the chapter 2.3. "Administration and enrolment" this will be explained. Registration has to take place as soon as the internship is arranged, but **at least 10 working days before starting the internship.**

From 1 January 2023, all TU Delft students who go on an internship (as part of their studies with the associated EC) must sign the UNL internship contract by three parties. In the past, TU Delft was not a third party at our faculty, so this has changed as of 1 January 2023.

For the signing of the UNL contract, we use the following steps at the faculty (at IDE):

1. Register the internship via Osiris Case for substantive approval;
2. After receiving internship approval you can fill in and sign the UNL contract;
3. Then have the UNL contract completed and signed by the internship company/organization;
4. Forward the UNL contract (signed by both parties) to internshipoffice-io@tudelft.nl so that the contract can be signed on behalf of the faculty. After this you will receive the signed contract back by e-mail and permission to start your internship. Without this permission, the internship is not official.

Contact:

Internship office IO
Internship coordinator: Jolanda van Domburg
IDE building, 4th floor room C-4-260
Walk in: Monday afternoons 13:00 until 16:00
internshipoffice-io@tudelft.nl
io.tudelft.nl/internship

Mailbox for your hard-copy internship report (not required):
Internship Office IO (4th floor, halfway past the C-wing)

Manual cover designed by Bart Lukkes
Manual designed by Eva van Genuchten

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1. Introduction and general information

1.1 Learning goals

1.2. Education method

1.3. Duration, credits and grading

1.4. Insurance

1.5. Information for international students

Doing an internship is a good way to independently experience the daily practice of Industrial Design Engineering.

Master Internship ID5010 is an individual elective course, and is part of the master programme of Industrial Design Engineering. During the internship, you have to perform full-time professional activities relevant to your master programme within a company or design studio. You will have seen how product development or related research takes place, and you will have gained insight into future career possibilities and personal preferences. An internship can take place within the Netherlands or abroad, will last at least 10 weeks, and is rewarded with 15 EC.

Before September 2017 it wasn't possible to arrange an internship in your study programme within the time given, so students ran out on their studies. We realize that most companies prefer an internship period of 3 to 5 months. However, we want you to use the elective space efficiently. A good option for a internship period of more than 10 weeks is to include (part of) the summer or Christmas holidays. Nevertheless, you will still only receive 15 EC once you successfully completed the internship. If you decide to extend your studies by doing a more extensive internship, you should consider this very well, and therefore we recommend you

to talk to one of the academic counsellors to discuss the possible consequences.

This manual will answer most of the questions you might have about this elective, but if you have any specific questions, you can always contact the internship office via internshipoffice-io@tudelft.nl, or visit the office during walk in hours.

You are admissible to the elective ID5010 internship if you are doing the internship after having followed the first two semesters of your MSc IDE programme and if you have obtained (at the moment of application) a minimum of 30 EC of the first year courses of your IDE MSc programme.

The elective space of the IDE Master's programme may be filled with maximum one internship with a study load of 15 EC. The internship has to be performed **individually**. Exchange students are **not allowed** to do an internship.

1.1. Learning goals

For this elective, some general learning goals are defined. After completion of the internship the student will have:

- seen how product development or related research takes place in a company or design studio;
- gained insight into future career possibilities and personal preferences;
- gained insight in the knowledge, skills and attitudes, necessary to be a successful MSc in IPD, Dfl or SPD.
- if abroad: gained cultural knowledge & increased language skills.

Next to these general learning goals, the student has to formulate personal learning goals prior to the (search for an) internship.

1.2. Education method

The internship elective has to be performed individually and is based on self study. There is no scheduled guidance from the faculty, but if you have any questions or problems you can always contact the internship coordinator (internshipoffice-io@tudelft.nl). You can email your questions, or make an appointment with the internship coordinator.

1.3. Duration, credits and grading

The internship lasts **10 full-time weeks**, and takes place **in-house** at a company (no homeworking, exception, e.g. in the case of a covid 19 pandemic, a hybrid internship can be discussed) in the Netherlands or abroad, and is rewarded with 15 EC.

This elective can be done on a part-time basis, however this is not recommended. For a parttime internship, you first need approval from the internship coordinator and you will have to work for at least 2,5 consecutive days a week. In total, you need to work as many days as you would do during 10 full-time weeks.

If you would like to do an internship which lasts more than 10 weeks, this is possible, but also not recommended. You will still only receive 15 EC, and you should deliberately consider what will be

the consequences for your study programme, and possible other (financial) consequences. We strongly recommend you to contact one of the academic counsellors if you have any doubts.

The internship is not assessed with a mark. When you successfully complete the course, you will get a 'V' (sufficient) in Osiris meaning that you passed the course. Therefore, it will not interfere with your grade average. Nevertheless, if you do not complete all deliverables (or not in time), the result will be registered in Osiris as 'N.I.' (not handed in).

1.4. Insurance

It is very important to check with your insurance company if your insurance covers an internship. Sometimes they do not cover this, because you get an allowance. Sometimes the insurance doesn't cover, because you go abroad, etc. Important insurances to check are: health insurance and liability insurance. When you go abroad you will get a very good travel insurance once you completed the registration in Osiris Abroad (this registration is mandatory), so in case of emergency, the TUDelft Safety and Security department can contact you.

1.5. Information for international students

International students are allowed to do an internship as well. Check the 'Nuffic' and 'Study in Holland' websites regarding regulations and what should be arranged (<https://www.nuffic.nl/onderwerpen/toelating-en-verblijf/wet-en-regelgeving-voor-internationale-studenten> and <https://www.studyinnl.org/dutch-education/doing-an-internship>). If applicable, download the UNL internship agreement, read it well and follow the instructions. A useful tool about 'Working Regulations for International students' which could be helpful in checking what else to take into account or arrange for is: <https://www.tudelft.nl/studenten/begeleiding/meet-us/career-counsellors>

Some companies ask for a 'Burger Service Nummer' (BSN). This is a special 9 digit registration code you received when you applied for your visa. This code is needed when dealing with the Dutch Government. If you didn't receive the code with

your visa application, please visit City Hall and ask for it before the start of your internship. Some internship companies are not used to international students, and what kind of contract to use. You can send them the following link with more information: <https://www.nuffic.nl/onderwerpen/toelating-en-verblijf/wet-en-regelgeving-voor-internationale-studenten>

If you are an international student and you want to do an internship abroad, please inform the company. That way, they can make arrangements with their government if necessary, as the Dutch rules do not always apply to other countries. Also, make sure you check the regulations regarding your healthcare insurance. It might be possible that the healthcare insurance does not cover you, if for example your internship fee is above a certain level. Contact your health insurance if you have any questions. The Nuffic website might be helpful here as well; <https://www.studyinnl.org/plan-your-stay/insurance>.

2. Organise your internship

2.1. Orientation

2.2. Portfolio and application

2.3. Administration and enrolment

2.4. Doing the internship

2.5. Completion

This chapter gives an overview of the Internship elective in a few steps. The figure on the right gives an overview of these five steps.

Step 1: Orientation

Start preferably at the start of your second semester, and at least 10 weeks before the start of your internship, by gathering information: read the manual and search for interesting companies.



Step 2: Portfolio and application

Prepare your portfolio and CV in time and start approaching companies.



Step 3: Administration and registration

As soon as your internship is arranged, but at least 10 working days before the start: enrol in Osiris Cases. The internship has to be approved



before the start. After receiving internship approval you can fill in and sign the UNL contract.

Step 4: Internship

The internship will be at least 10 weeks (full-time). Five weeks after the start, you have to deliver a progress form.



Step 5: Wrap up

To complete your internship, you have to write a report and acquire the filled review from your company mentor. Deliver them within 2 weeks after the last day of your internship.



2.1. Orientation

Start in time, preferably at the start of your second semester, but at least ten weeks before the start of your internship, so you have time to organise your portfolio and to get a good overview of the available internships. The following questions could help in your preparations:

- What do you want to learn in your internship? That question will probably help you to start with searching companies, and in formulating your personal learning goals.
- When, where and with what kind of companies do you want to do your internship with? A good starting point could be the “Internship opportunities” at io.tudelft.nl/internship and on the bulletin board in the IO hall near the applied labs and DE Coffee corner. You can also look for other companies yourself, for example on the internet, by asking around family and friends, etc.
- Think about good ‘search terms’ related to your Master programme and personal skills, when searching for vacancies and for example updating your Linked-In profile.
- Talk with fellow students, teachers and/or the internship coordinator.

What are good internship companies?

- Examples of good companies to do an internship with, are: design agencies, (design) consultancies, user experience agencies, service design companies, strategic design companies, and design departments at a small, middle, or large company, or non-profit organisations.
- Companies with less than 5 (permanent) employees are not appropriate.
- The company mentor should have sufficient knowledge/experience about design (preferably with an industrial design background on university level), and should be able to provide the student with appropriate feedback.
- The company should have a working space available with the relevant tools and facilities (for example a PC or laptop).
- The assignment(s) you will work on has to be challenging (university-level) and IDE related.
- It should be feasible to fulfil your personal learning goals within this company.
- The company should be registered at the Chamber of Commerce.
- There should not be multiple IDE interns at the same time. (If this is the case, for

example because the company is very large (e.g. Philips), you are not allowed to work at the same department, not work on the same project, and not have the same company mentor as the other student.)

It is **not** possible to do an the internship at a PHD project or any similar (research) project, and also **not** at a ‘dreamteam’, a traineeship, an accelerator program, or similar to it. Also, you may **not** do the internship at a company you have been working for already (e.g. an earlier internship or (side)job). If you have any doubts, please contact the internship coordinator (in time!). This way, you might prevent rejection of your application, so you don’t have to cancel the internship, or find out you cannot receive any credits for it.

As mentioned before, on our website you can also find ‘Internship opportunities’ where we post opportunities that companies have asked us to share with our students. These are also printed and put to display on the wall in the main hall of IDE, on the right next to the applied labs (near the DE coffee corner).

If you are planning to go abroad please read the Disclaimer. Read the [disclaimer](#) carefully, sign the disclaimer and hand it in to the internship coordinator. When you want to go abroad, you could also check the following links:

- “Going Abroad” at io.tudelft.nl/internship and the TU Delft website ‘[Internship abroad](#)’.
- www.wilweg.nl (here, also some specific information about doing an internship in Germany is provided).
- Ministry of Foreign Affairs for ‘reisadviezen’ <https://www.nederlandwereldwijd.nl/reizen/reisadviezen>. **Important:** When the ministry gives a negative travel advise the internship abroad will **not** be approved.
- Other information on www.nederlandwereldwijd.nl/ might be useful as well, for example about local rules 10 | Internship manual and regulations that apply, and other information relevant for living and working in the country of our preference.
- When you go abroad you will get a very good travel insurance once you completed the registration in Osiris ‘Study Abroad’ (<https://www.tudelft.nl/studenten/ondersteuning/study-internshipabroad/safety-insurance-vaccinations/>).
- Registration in Osiris ‘Study Abroad’ is

mandatory if the internship takes place outside the Netherlands.

- Follow a 'Travel Safety Training', see <https://www.tudelft.nl/en/student/studyand-career/study-internship-abroad/safetyinsurance-vaccinations/>
- More links can be found in Appendix A.

2.2. Portfolio and application

Before applying, you will need a Curriculum Vitae (CV), a personalised motivation letter, and usually a portfolio.

Portfolio

On the website io.tudelft.nl/internship "How to make a portfolio" you can find some documents that can be helpful when setting up your portfolio. Especially the document by Charles Ingrej-Senn is very informative, with tips from an employers point of view. Study association i.d and TU Delft Career Centre (<https://www.tudelft.nl/en/student/counselling/managing-your-career>) organise portfolio and other interesting workshops, so keep an eye on the posters and websites. You can also visit the Industrial Design Business Fair in March, with the internship stand, in the IDE main hall.

Motivation letter and resume

Qompas Student Career Service offers some help when you want to apply for an internship/job. You can create a free account: <https://carrierestart.qompas.nl/sollicitatietools/sollicitatietools.aspx>

Approach companies

Make a selection of companies, design studios, etc. you want to work with. Check the internship website or the bulletin board near the Applied Labs of the faculty. You can make use of a search engine to find companies as well.

Start approaching companies. Send them your personalised motivation letter with your CV and portfolio. Explain why you want to do an internship with their company and what you would like to learn (personal learning goals). E-mail is almost always an acceptable and even preferred way to apply for an internship. When you apply for an internship abroad, be sure to include information about the faculty and your Master programme.

Scholarships

Maybe you will qualify for a grant. Look at the website www.io.tudelft.nl/grantsguide for more information. The internship coordinator can provide you the applications forms for the ERASMUS+ Grant.

2.3. Administration and enrolment

Did you find an internship? Good! There are a few things to take into consideration:

- From 1 January 2023, all TU Delft students who go on an internship (as part of their studies with the associated EC) must sign the UNL internship contract by three parties. In the past, TU Delft was not a third party at our faculty, so this has changed as of 1 January 2023. Nothing needs to be arranged for current internship contracts. You can find the UNL contract via this [link](#) and the explanatory. For the signing of the UNL contract, we use the following steps at the faculty (at IDE):

1. Register the internship via Osiris Case for substantive approval;
 2. After receiving internship approval you can fill in and sign the UNL contract;
 3. Then have the UNL contract completed and signed by the internship company/organization;
 4. Forward the UNL contract (signed by both parties) to internshipoffice-io@tudelft.nl so that the contract can be signed on behalf of the faculty. After this you will receive the signed contract back by e-mail and permission to start your internship. Without this permission, the internship is not official.
- At all times, you have to be registered as a student at the TU Delft. Make sure your registration for the new academic year is also completed in time.

If you go abroad, also think of:

- Checking for travel advise with the Ministry of Foreign Affairs. **Important:** When the country you want to visit is considered unsafe you are not allowed to do this internship, it will not be approved and you will not receive credits.
- Adding your contact information to Osiris "Stay abroad" module. **This is obligatory!**
- Does the internship take place in a country

where vaccinations are compulsory or strongly advised? Then you can be vaccinated with reduction by the SGZ (Student Healthcare). You might get a reduction of €50,- on the costs of vaccinations. See <https://www.tudelft.nl/studenten/ondersteuning/study-internship-abroad/safety-insurance-medical-services> safety-insurance-vaccinations/ for all information and to download the form. If your application for the internship is approved in Osiris Cases, you can ask the internship coordinator to sign this form for you.

- Visa, insurance (health, liability, travel), vaccination, working permit (or the nuffic contract) (via company).
- Informing people around you that you will be gone, for how long and where to reach you.
- Subletting your room, renting a room (company might be able to help you).
- Contacting DUO and filling out the relevant forms (also for stopping OV Card when you are going abroad <https://duo.nl/particulier/student-hbo-of-universiteit/buitenland/tijdelijk-in-het-buitenland.jsp>).
- For a signature on the forms, make an appointment with the internship coordinator.
- It is possible to follow a language course (elective) at the faculty TBM.

Once you have all information complete, you can fill out the application form in Osiris Cases. This has to be done the latest 10 working days before the start of your internship:

- Timely enroll through Osiris Cases, appendix D gives an explanation of the process. Keep an eye on your case, to see if you need to specify your assignment or personal learning goals, or if your application gets accepted.
- **Important:** the internship must be approved by the internship coordinator **before the start** of the internship. But also the UNL internship agreement must be signed by all three parties in order to start your internship. You will not receive credits when you do not comply!
- When the internship takes place abroad you need to register your contact details in the Osiris Stay abroad module (**this is compulsory**)!

If you have any doubts if your internship would be approved or not, please contact the internship coordinator in time to discuss your plans, to prevent last-minute disappointment because of rejection of your application in Osiris Cases, or not receiving

any credits.

2.4. Doing the internship

- In case your internship takes place abroad, please inform the internship coordinator that you have arrived.
- If anything changes during the internship, keep the internship coordinator updated immediately.
- Learn as much as you can during your internship. Schedule an evaluation meeting with the company mentor after a few weeks. Ask your colleagues whenever you want to know more. Be assertive and ask what you want to do/see things they are not offering. For instance, if you would like to join a colleague who is visiting clients or other companies, certain tasks you would like to help with, etc.
- Make a short log of every work day (you can include this as an appendix in your report). Also, we advise you to start writing your internship report during the internship already, so you do not have to recap everything after the internship has finished.
- Take pictures to include in the report.
- **Five weeks** after the start of your internship you will be expected to inform the internship coordinator of your experiences by handing in the progress form.
- Near the end of your internship, give your company mentor the company evaluation form (appendix C), and schedule a final evaluation meeting with him/her. Discuss your internship report and make sure you get the original signed company evaluation form back.

2.5. Completion

In case your internship took place abroad, please inform the internship coordinator that you have returned. Finish your internship report and send it to the company mentor for approval. Hand in the report to the internship coordinator within two weeks after your last internship working day (PDF via email, and hard copy in the postbox, not mandatory). You can schedule an evaluation meeting with the internship coordinator via this link: <https://www.tudelft.nl/en/student/ide/organisation/academic-counsellors/make-an-appointment> choose the option internship. This meeting will take about 30 minutes and usually takes place in her office. E-mail internshipoffice-io@tudelft.nl for an appointment.

Deliverables

For the internship there are a few deliverables to receive a final grading. They have to be handed in to the internship coordinator:

- At least **10 working days** before the start of the internship: the application for the internship was submitted in Osiris Cases and the UNL contract is signed by the three parties.
- **Five weeks after the start of** the internship: fill out the progress form (Appendix B and as a download at our website), and send it to internshipoffice-io@tudelft.nl.
- A maximum of **14 days after** the last day of the internship:
 - a brief internship report
 - the company evaluation form, filled in by your company mentor.

Progress form

Five weeks after the start of the internship you are expected to reflect on your progress, by filling in the progress form in appendix B (or download the Word file from the website). This will help you to track your progress and adjust your internship when necessary. You can also use this to discuss your progress with your company mentor. You can hand it in via internshipoffice-io@tudelft.nl.

The internship report

The internship report is a report in which you elaborate **both** on what you have **done and learned** (your assignment(s) and tasks) during the internship, as well as your reflections on your personal learning goals, and other interesting things you have experienced regarding your personal development.

The report should be a brief (about 10-15 pages) report, containing at least:

- Table of contents;
- Description application process;
- Your goals and assignment;
- Experiences and insight gained during the internship;
- Experiences corporate culture;
- A description of the tasks you performed;
- Pictures/examples of your work;
- A description of the company;
- Reflection on your learning goals and your behaviour;

- Anything else that you consider relevant for your reflection.

Add a chapter about cultural differences, housing, traveling, etc. when the internship took place abroad.

The report must be written in English unless the internship took place at a typical Dutch company where the language used was only Dutch.

Mail a digital copy of your report to the internship coordinator (internshipoffice-io@tudelft.nl) and put a paper version with the signed and filled out company evaluation form in the mailbox of the Internship Office (this is an orange basket labeled 'Internship Office' which you can find on the 4th floor, halfway past the C-wing on the upper right corner of the cabinet with all mailboxes). Make an appointment to evaluate the internship with the internship coordinator. Your report will be the basis of the evaluation meeting. The Internship coordinator will review the internship and you will receive a "V" (sufficient) in Osiris if you passed.

We strongly encourage you to make photographs or movies during the internship. This will be very valuable for your portfolio later on and gives more depth to the internship report. Good internship reports can be used to inspire other students to do an internship as well (of course only after approval of the student and the company).

On the website, you can find some example reports from fellow students to have an indication of what is expected for the report.

Company evaluation form

The company evaluation form has to be filled in by the company mentor. The form can be found in Appendix C. The PDF can also be downloaded from the internship website io.tudelft.nl/internship. Make sure you hand in the original signed form to internship coordinator.

When you still have questions email the internship coordinator, drop by the office during the walk in hours on Monday afternoons 13:00 - 16:00, or make an appointment. Internshipoffice-io@tudelft.nl

Appendix

A. Extra links

B. Progress form Master Internship ID5010

C. Company evaluation form ENG/NL

D. Manual applying through Osiris Cases

Appendix A: Extra links

For more information about internships, here a short list of websites. A more extensive list is available on the IO internship website.


- IO internship website <http://www.io.tudelft.nl/internship>
- TU Delft Career Centre website: Career tool kit <https://www.tudelft.nl/en/student/counselling/managing-your-career> useful tips for job applications, workshops, etc.
- Qompas Student Career Service, information about writing a résumé, a motivation letter and much more <http://carrierestart.qompas.nl/sollicitatietools/sollicitatietools.aspx>
- Intermediair magazine, information about writing a résumé and much more <http://www.intermediair.nl/testen-tools>
- Wilweg, more information about internships abroad <http://www.wilweg.nl>
- TU Delft abroad website with more information about internships abroad and grants <https://www.tudelft.nl/en/student/study-and-career/study-internship-abroad/>
- See also [disclaimer form!](#)
- Ministry of Foreign Affairs, travel advise and a lot of tips <https://www.netherlandsworldwide.nl/onderwerpen/reisadviezen> Important: when

the ministry has a negative travel advise the internship will not be approved.

- Nuffic, a website mainly for international students about study, internship and working in the Netherlands: <https://www.studyinnl.org/life-in-nl/working-while-studying>
- <https://www.studyinnl.org/>
- <https://www.studyinnl.org/life-in-nl/dutch-healthcare>
- IPS-Lippmann, website of a good and cheap insurance <http://www.studentsinsured.com/ips/>
- Sublet your room? <http://www.housinganywhere.com>
- To stop your OV Card when you are going abroad <https://duo.nl/particulier/ov/>

Progress form Master Internship ID5010	
<p>Five weeks after the start of the internship you are expected to reflect on your progress, by filling in this form. This will help you to track your progress and adjust your internship when necessary. You can also use this to discuss your progress with your company mentor.</p>	
Your name:	Company name:
Answer the following questions:	
How is the internship going, so far?	
<p>Is the internship what you expected, so far? Yes/no/otherwise* Explanation:</p>	
<p>Do you work on the assignment as described in the application? Yes/no/otherwise* Explanation:</p>	
<p>You have formulated personal goals at the start. Do you have the idea that you will realize this in this internship? Yes/no/otherwise* Explanation:</p>	
What amazed you in the first few weeks? (about yourself, the company, the assignment, the culture)	
What surprised you in the first few weeks? (about yourself, the company, the assignment, the culture):	
<p>Please send this progress form after completion to <i>internshipoffice-IO@tudelft.nl</i> 5 weeks after the start of your internship! The form can also be found as a word document on our website (www.io.tudelft.nl/internship).</p>	

* cross out that what does not apply

evasys	Stage Masterkeuzevak - Beoordelingsadvies bedrijf - 2022/2023 NL	
Technische Universiteit Delft		Faculteit Industrieel Ontwerpen
Stagecoördinator: Jolanda van Domburg		Landbergstraat 15, 2628 CE Delft

Mark as shown: Gelieve in te vullen met een ball-pen. Dit formulier wordt automatisch verwerkt.

Correction: Gelieve correcties aan te brengen volgens het voorbeeld links om de scanresultaten te optimaliseren.

1. Beoordelingsadvies stage

Op papier in te vullen door de stagebegeleider van het bedrijf en op papier te retourneren aan de stagecoördinator of aan de student meegeven. De stagecoördinator heeft een afrondend gesprek met de student. **De layout van dit formulier mag niet worden aangepast.**

2. Studentgegevens

2.1 Naam student

2.2 Studienummer

2.3 Opleiding

Dfi

IPD

SPD

3. Bedrijfsgegevens

3.1 Naam organisatie en afdeling

3.2 Naam stagebegeleider binnen bedrijf

3.3 E-mail

4. Stage

4.1 Korte omschrijving stage-activiteiten

4.2 Stageperiode gestart per



4. Stage [Continue]

4.3 Stageperiode beëindigd per

5. Algemeen functioneren

	onvoldende	matig	voldoende	goed	zeer goed	n.v.t.
5.1 Hoe gaat de student om met de verantwoordelijkheden?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Hoe heeft u de motivatie, interesse en het enthousiasme van de student ervaren?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Hoe beoordeelt u de achtergrondkennis (theoretisch en praktisch) van de student?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Is de student initiatiefrijk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Pikt de student nieuwe vaardigheden en kennis snel op?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Toont de student zelfstandigheid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7 Is de student productief?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Praktische vaardigheden

6.1 Is de student praktisch vaardig?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Toont de student een kritische houding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Heeft de student een logische en gestructureerde manier van werken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Verslaglegging

7.1 Heeft de student het schrijven van een (wetenschappelijk) rapport onder de knie?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Is de student in staat relevante van irrelevante informatie te scheiden?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Algemene opmerkingen

8.1 Voldeed de student aan de verwachtingen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Heeft u adviezen voor de student wat betreft zijn/haar professionele en/of persoonlijke ontwikkeling?	<input type="checkbox"/>					

8.3 Ziet u de student als een toekomstige collega?

8.4 Algehele prestatie van de student; kunt u een classificatie geven:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. Algemene opmerkingen [Continue]

8.5 Plaats en datum

8.6 Handtekening stagebegeleider van het bedrijf

8.7 Zijn er onderdelen, die u tijdens de stage-periode bent tegen gekomen, waar meer aandacht voor zou mogen komen ter verbetering van de opleiding?





Mark as shown: Please use a ball-point pen or thin felt tip. This form will be processed automatically.
Correction: Please follow the examples shown on the left hand side to help optimize the reading results.

1. Review form internship

To be completed on paper by the company supervisor and to be sent on paper to the internship coordinator or to give to the student so the coordinator can schedule a meeting with the student to finalize the internship. **It is not allowed to change the layout of this survey.**

2. Student personal details

2.1 Student name

2.2 Student number

2.3 Programme Dfl IPD SPD

3. Organisation details

3.1 Name organisation and department

3.2 Name company supervisor

3.3 E-mail

4. Internship

4.1 Short description of the intern activities

4.2 Internship started on

4.3 Internship finished on



5. General skills

	<i>insufficient</i>	<i>moderate</i>	<i>sufficient</i>	<i>good</i>	<i>very good</i>	<i>not applicable</i>
5.1 Is the student able to deal with the responsibilities associated with the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 What is the level of the student's motivation, interest and enthusiasm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 What is the level of the student's knowledge (theoretical and practical)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Does the student show initiative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Is the student able to implement new skills and knowledge quickly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Is the student capable of working independently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7 What is the level of the student's productivity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Practical skills

6.1 Does the student show practical skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Does the student show a critical attitude?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Does the student show a logical and structured way of working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Reporting

7.1 Is the student competent in writing a (scientific) report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Is the student able to distinguish relevant from irrelevant information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. General remarks

8.1 Did the student meet the expectations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Do you have recommendations for the student concerning his/her personal and professional development?	<input type="checkbox"/>					

8.3 Can you imagine the student as a future colleague?

8.4 Overall performance of the student; please indicate the category:

8.5 Place and date

8.6 Signature of company supervisor



8. General remarks [Continue]

8.7 Did you encounter subject, which you think should get more attention, in order to improve the Industrial Design Engineering training?





Short manual Applying internships IO OSIRIS-Cases



Product: Short manual applying internships IO OSIRIS-Cases
Auteur: IMOS
Datum: 2 September 2017
Versie: v1.0
Status: Definitief

Content

1	Introduction	3
2	Start OSIRIS-Cases	3
3	Start your case(s)	4

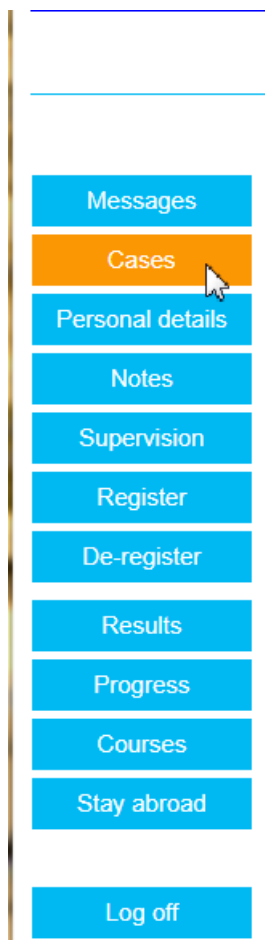
1 Introduction

Registration for the IO internship (Minor IO3820-15 and Master Elective ID5010) will start from 4 September 2017 via Osiris-Cases due to the link on the internship website to the outdated internship application form.

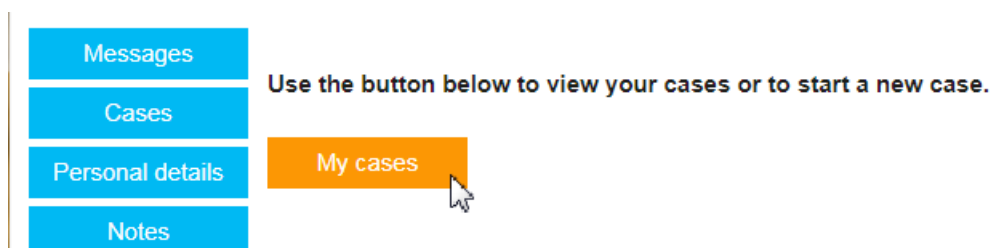
We aim to digitize the internship process in Osiris-Cases to improve the efficiency of the internship office. If you have questions, please contact Jolanda van Domburg via internshipoffice-io@tudelft.nl Before you sign up, read the manual (see the internship website <http://studenten.tudelft.nl/en/students/faculty-specific/industrial-design-engineering/education/internship-info/>).

2 Start OSIRIS-Cases

OSIRIS Cases is part of the OSIRIS application and can be found in the tabs left of the opening screen.

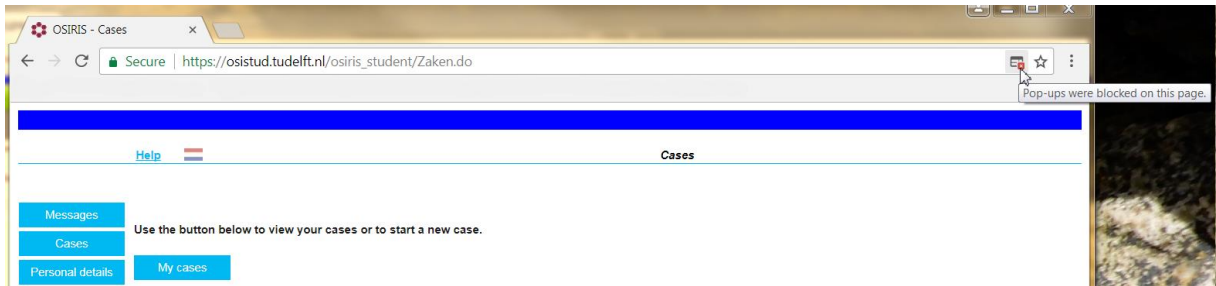


Press **Cases** and the next screen opens

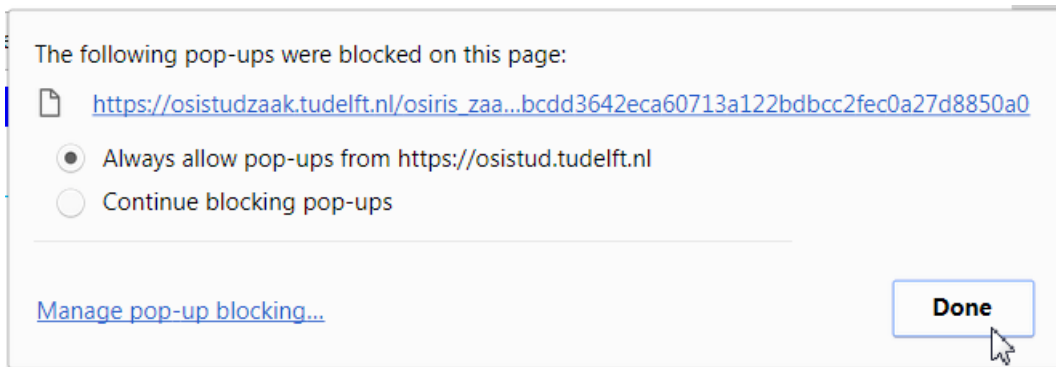


Press **My cases** and a new screen should open.

***Note: It is possible that your browser will stop the opening of this application due to a Pop-up blockade.**

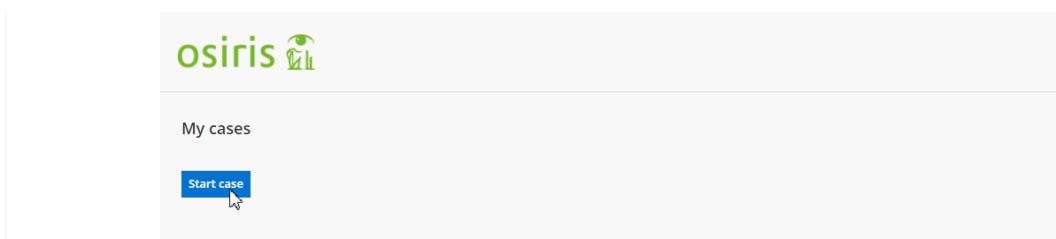


Unblock and don't forget to confirm with **Done**



If no blockade OSIRIS Cases will open

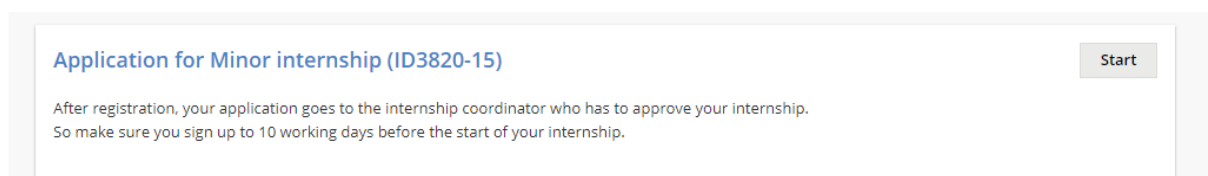
The screen will show the cases you have already started/finished.
In this case – none



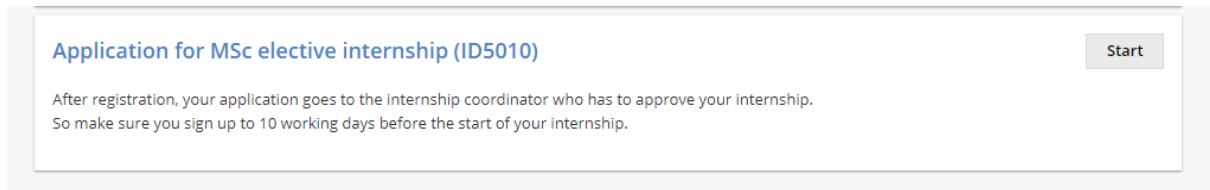
3 Start your case(s)

And you will find the cases you can start

For a minor internship (ID3820-15)



For a MSC elective internship (ID5010)



Press **Start** and your application form opens.

Fill out the form as requested, bare attention too:

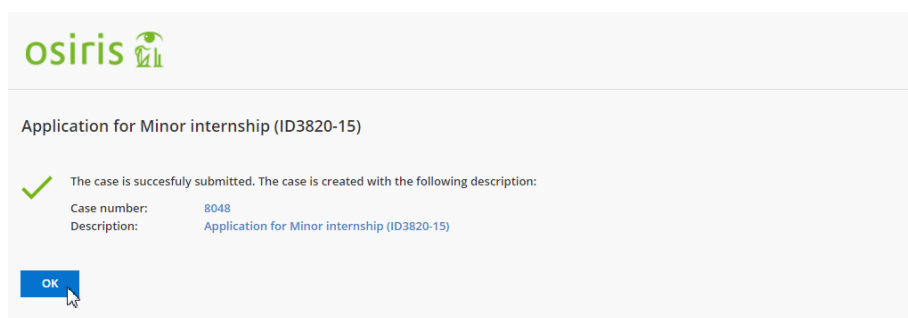
Lists of values can be typed or selected from the list.

For Country company – OSIRIS application language = selected Dutch type Nederland and the name will appear. For language selection English type the Netherlands.

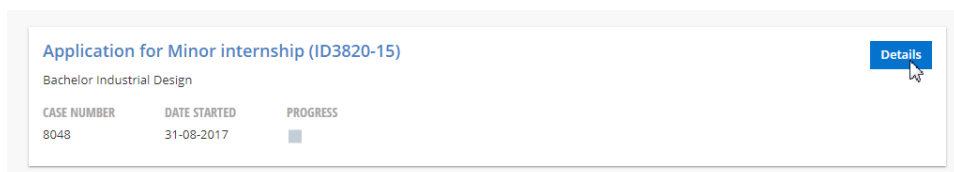
Submit the form entries at the bottom right of your screen.



The next screen appears



Press **OK** to close your application screen



Detail will inform you about the progress of your application. Confirmations by mail will be sent to your student-mail address *and* will appear in the tab Messages.



If action is required from your part you will find that in OSIRIS-Cases

[Messages](#)
[Cases](#)
[Personal details](#)
[Notes](#)

**Attention! You have remaining tasks.
Use the button below to view these tasks.**

[My cases](#)

And in your Case(s)

My cases Start case

[Application for Minor internship \(ID3820-15\)](#) Details

Bachelor Industrial Design

CASE NUMBER	DATE STARTED	PROGRESS
8048	31-08-2017	■

⚠ Attention: action required!
 • Extra information requested 🕒 Deadline: 14-09-2017

Case details Back to my cases

[Application for Minor internship \(ID3820-15\)](#)

Bachelor Industrial Design

CASE NUMBER	DATE STARTED	PROGRESS
8048	31-08-2017	■

⚠ Extra information requested Overview

Extra information is requested. See form Internship assessment request. Use form Application minor internship for the adding(s). When finishing press Send. Send

🕒 Deadline: 14-09-2017

- Application for minor internship
- Assessment application minor internship

The remaining part of the procedure speaks for itself.
Should you have any questions regarding your application get in contact with you coordinator.

*Faculty of Industrial Design Engineering
Landbergstraat 15
2628 CE Delft*

Internship coordinator: Jolanda van Domburg
internshipoffice-io@tudelft.nl