Manual for IDE internship companies/organisations

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TUDelft | Industrial Design Engineering

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If you have any questions after reading this manual, please send an email to:
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The following link leads to the Internship opportunities website:
https://www.tudelft.nl/studenten/faculteiten/io/onderwijs/stage/stage-aanbod/

More further information about the internship details for students you can find on our website:
www.io.tudelft.nl/internship

Introduction

Thank you for your interest in offering IDE students the chance of an internship in your organisation.

This manual is aimed at companies and organisations interested in working with the Faculty of Industrial Design Engineering (IDE) by means of an internship. Each year about 200 students will complete an internship as part of their IDE programme. Over the past ten years more than 2,000 students have been doing an internship in over 1200 companies (about 1000 in the Netherlands and 200 abroad).

Internship options

Minor internship
- This internship counts as a minor course during the Bachelor degree programme (3rd year students).
- The duration is 18 weeks. This is the maximum length permitted to avoid students from delays in their studies.
- An internship can take place in the Netherlands or abroad. We follow the travel advice of the Dutch Ministry of Foreign Affairs.
- A successfully completed internship is worth the equivalent of 30 European credits (ESAs)
- An internship must be a learning experience based on the predefined (personal) learning objectives, approved by the internship coordinator. The internship company[1] cannot be a startup.
- Internships must take place under the supervision of an internship mentor and an internship teacher from IDE.
- The assessment of the internship is the responsibility of the IDE internship teacher and internship coordinator.

Master internship
- This internship is an elective course as part of the Master degree programme (2nd year students).
- The standard duration is 10 weeks but may be extended with holidays. It is our duty to protect students from a delay in their studies.
- An internship can take place in the Netherlands and abroad. We follow the travel advice of the Dutch Ministry of Foreign Affairs.
- A successfully completed internship is worth the equivalent of 15 European credits (ESAs).
- An internship must be a learning experience based on the predefined personal learning objectives, approved by the internship coordinator. An internship at a Yes!Delft startup company is negotiable.
- Internships must take place under the supervision of an internship mentor.
- The assessment of the internship is the responsibility of the internship coordinator.

General points:
- Internships and graduation cannot be combined because the learning objectives are different.
- Internship and (side) job of "non-EU students" cannot be combined.
- Intern cannot start until the internship assignment is approved by the internship coordinator and the mandatory UNL internship contract to be used is completely filled out and signed by intern and signing authority from your company. Please, complete the required information together with the intern. Internship contracts from the company itself are not signed by TU Delft and the intern.
- The internship vacancies are published on the board in the hall of the faculty of Industrial Design Engineering and on the IDE website after approval, see internship opportunities.

[1]The internship company can also be an organization or institution

About the Faculty of Industrial Design Engineering (IDE)

"Matching the evolution of people with the revolution of technology"

This is the focus of the students, researchers and teachers working at the Faculty of Industrial Design Engineering. Delft designers act as a bridge between advancements in technology and the needs of people, organisations and society.

Having started out in the attic of Delft's School of Architecture in 1969, the faculty has grown to in size and in impact. With over 2,000 students and a 200-strong research team, the Faculty of Industrial Design Engineering is now one of the world's leading design schools. Affectionately referred to as IO (meaning Industrieel Ontwerpen), its reputation goes before it thanks to its strong links with business, public bodies and not for profits, as well as its 7,000 alumni, who bring their design skills to a wide range of sectors and disciplines on a daily basis.

The faculty has a strong sense of purpose. Delft designers are trained to approach design from the perspective of people, organisation, and technology, with sustainability and ethics becoming increasingly important considerations. The three research themes of health, mobility, and sustainability create new design knowledge and applications in these fields, as well as new tools and methods for designers the world over.

The Faculty of Industrial Design Engineering offers a three-year Bachelor's programme and three Master programmes; Design for Interaction, Integrated Product Design, and Strategic Product Design. Next to the three master programmes, the faculty also offers a specilisation Medisign, where the focus is on designing for the medical world.

Design for Interaction
The Design for Interaction (DfI) Master's programme focuses on the ways in which people and products interact: how does a user understand, use, and experience a product? This raises the question of how designers can conceptualise products that are relevant to the user.

Integrated Product Design
The Integrated Product Design (IPD) Master's programme focuses on teaching how to design user-centered innovative products and product service combinations, based on a balance between the interests of users, business and societal challenges.

Strategic Product Design
The focus of the Strategic Product Design (SPD) Master's programme is on the business context of product and service design. The programme's emphasis is on translating a company's strategy and market opportunities into a strong product or service portfolio. SPD aims at maximising the impact of design on business and markets

The faculty's dean and alumnus Caspar Chorus:

"As a university our mission is impact for a better society. But there can be no impact, no better and no society, without design, without a human touch. That's why our IDE community is so vital. We're a community committed to the scale and complexity of today's societal challenges. And we're a community that thrives in the face of future entanglements."

The IDE internship programme, European Credits (EC) and duration

Programme in general

The internship is a non-compulsory component of the Industrial Design Engineering programme, in which students individually can become acquainted with the professional practice of industrial design. The student completes the internship on the basis of the personal learning objectives that are drawn up prior to the internship. An internship requires prior approval by the IDE internship coordinator in order for the student to earn European credits.

The internship is not a compulsory part of the IDE study programme, and cannot be compared with internships of the higher or secondary vocational education like HBO/MBO where the internship is mandatory and a supervisor from school comes to visit the internship company. IDE students arrange their internship independently and complete their internship independently. Only BSc interns are supervised by the TU Delft faculty internship teacher. If you need to contact the internship coordinator, please inform the student accordingly.

Internship and graduation are very different within our programme and have different goals, so we do not offer a graduation internship.

Learning objectives

During an internship, the student joins the company and does various types of work for the company in line with their learning goals. In a graduation project, the student works on a project independently and is allowed to make his / her own decisions about the approach and how to continue the project.

For the minor internship (BSc students) there are two main goals:
1. acquaintance with the daily practice of industrial design;
2. internship contributes to orienting on what the student wants to do after the bachelor, work or progress in a master's program /direction?

After completion of the master internship the student will have:
• seen how product development or related research takes place in a company (organization) 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, DfI or SPD.
If abroad:
• gained cultural knowledge;
• increased language skills.

Internships are education projects. This means that students should be treated as professional junior designers but with no guarantee that the expected results will be achieved. The reflections on the learning goals and insights are relevant for their study.

European Credits and duration

An Internship can be undertaken in the third year of the IDE BSc programme as a Minor for 30 European Credits or in the second year of the IDE MSc programme as an elective for 15 European Credits. Each student must find an internship based on his/her own learning goals in relation to their IDE education.

The duration of both internship possibilities are:
•   BSc minor internship: 18 week fulltime and starts usually in September or February.
•   MSc master internship: 10 weeks fulltime (can be extended with holidays).
The start date depends on the student's schedule, but typically, students start internships in September or February. You can find more detailed (student) information about the internship on this website: https://www.tudelft.nl/en/student/faculties/ide/education/internship/

Offering internship vacancy

We post internship opportunities, after approval, on the internship opportunities website and the notice board in the main hall of the faculty. All IDE students have access to this website and notice board, and can get in touch with the relevant parties if they are interested.

If interested, check the following two points:
1. whether your company meets the requirements for an internship company as shown on page 7
2. whether your human resources department (and/or legal department) agrees to the UNL internship contract that is required to be used. At the bottom left of the UNL page you will find the UNL internship contract and notes.

DESIGN FOR our future

If both agree, you can reach many IDE students in the following way: send an internship vacancy of maximum one A4 to Stagebank-IO@tudelft.nl. After approval, the IDE internship vacancy will be posted on a board in the hall of the Faculty of Industrial Design and placed with the IDE internship opportunity on the IDE internship website.

Privacy data

TU Delft faculty IDE will publish your internship vacancy digitally on internship opportunities and physically at the faculty for four months. It is up to you to decide whether or not to include names or contact details of people like the internship mentor.

Your contact details will be stored in our administration system (Osiris Case) for educational purposes to which only the internship office employees have access. At the request of students we provide company names as a starting point in their search for an internship only. Names and contact details of internship mentors are not provided. Please make any objection known to the internship coordinator (internshipoffice-io@ tudelft.nl).
TU Delft is counting on you as internship provider to carefully handle private and sensitive data regarding students and TU Delft staff by acting in accordance with the applicable law, including the General Data Protection Regulation (GDPR).

Requirements for Companies

Based on the experiences and learning objectives of previous interns, we
have set the following requirements for the participation of internship companies:

- The internship takes place at the company (in principle not a start-up) with more than five employees under the guidance of an internship mentor with, preferably a background in industrial design, who can coach the student. We believe it is important for students to be able to work with more people and to get acquainted with a company. Only master students can do an internship at a start-up company from Yes!Delft.
- We recommend small internship companies (without departments), including Yes!Delft startup companies, take no more than one student of the IDE department at the same time, because we want to stimulate personal development instead of working with students in a group. An internship for a student team is not approved as an internship.
- The intern has his/her own workstation with relevant appliances and software. Students are not permitted to use their own equipment or software provided by the University in the context of the degree programme within a commercial environment.
- The work consists of study-relevant tasks at scientific education level.
- Be aware that the student is not obliged to produce results for the the company because the purpose of the internship is give students practical experience based on the learning objectives set.
- Be registered with the chamber of commerce.
- Use the UNL internship agreement.

UNL internship agreement

For all internships that start after 1 January 2023, it is mandatory within TU Delft to use the internship agreement drawn up by the UNL (Universities of the Netherlands) for internships at companies/organizations in the Netherlands. For internships abroad, use this internship agreement as much as possible.

As outlined in this UNL article, the internship agreement was created in consultation with the Dutch universities, their student organisations, and the business community. The UNL agreement is based on Dutch law and takes into account sector-specific agreements that apply to university education. It respects the independent teaching position of the university, the interests of the intern, and the interests of the organisation so that all parties can feel safe signing the internship agreement without the intervention of (external) legal expertise.

Apart from the options outlined in the agreement, it is not possible to negotiate or further modify its contents. It is also not possible to use your own internship agreement and/or a separate non-disclosure agreement in addition to the mandatory UNL internship agreement. The internship cannot start before the internship agreement has been signed by the intern and the company.

We use the following steps at the Faculty of IDE to sign the UNL internship agreement:

1. The intern will register the internship in the IDE administration system for approval;
2. After substantive approval the intern can complete and sign the UNL internship agreement together with the supervisor of the internship company (or by a person authorized to sign from the internship company). Due to TU Delft policy, we are not allowed to use Docusign;
3. The intern then forwards the signed UNL internship agreement to the internship coordinator for signing on behalf of TU Delft;
4 . After this, the intern will receive official permission to start the internship and the intern will share the signed contract with the internship company.

The internship agreement will only be used if the internship is part of the IDE study programme.
This means that TU Delft does not sign up for an internship that an IDE student does in addition to his/her study program (extracurricular).

Below are the links to the internship agreement drawn up by the UNL and accompanying explanation:
UNL internship agreement Dutch
UNL explanation and additional notes internship agreement Dutch
UNL internship agreement ENG
UNL explanation internship agreement and additional notes

Non EU / EER-students
Non-EU /EEA (European Economic Area) students are allowed to do an internship as well, for their Minor or Master elective space, in accordance with the rules of the Immigration and Naturalization Service (IND) and the Inspectorate SZW (Social Affairs and Employment).
The internship company can't apply an Work permit (called "TWV") for these interns. Only when the internship is approved by the internship coordinator, the UNL internship agreement can be sign on behalf of the TU Delft.
If so, this means that the internship is relevant to the study and credits can be obtained. If the internship application is not approved, the internshp is not relevant to the study. In this case the company can only offer the non EU/EEA student a (side) job instead of an internship and must then apply for an Work Permit (TWV); otherwise you may risk a fine if checked by Labour inspectorate. You can find the step-by-step plan "How do I hire an international student intern?" On the following website: https://www.nuffic.nl/sites/default/files/2022-12/can-i-hire-an-%20international-student-for-an-internship.pdf

Responsibilities and expectations

Internship coordinator
The TU Delft internship coordinator is the contact point for both students and companies/institutions that offer internship positions. The internship office provides information to the intern about doing an internship and is the point of contact for the internship company in case there are particularities. In general the internship coordinator does not contact the internship company.

Students
For students, this is often the first touch with practice.To stimulate the assertiveness of the student, he/she is expected to organize an internship place.The student is responsible to gain the learning goals as agreed with the internship coordinator to become European credits as part of the IDE studyprogramme. The TU Delft assumes that the student behaves professionally and will be responsible for performing the internship to the best of his/her ability and knowledge.

Internship teacher IDE faculty
Only for the minor internship the students have an internship teacher (responsible academic supervisor) who remotely follows the intern's learning process and assesses the internship report substantively. In general the internship teacher does not contact the internship company.

Expectations of the internship supervisor
The internship supervisor is asked to offer help for the daily course of affairs. The intern can go to him /her with questions and is therefore actually the point of contact for both organizational and assignment related questions. The internship supervisor also ensures that the intern is introduced to the organization. Finally, the internship supervisor assesses the internship at the end of the internship by filling in and sign the evaluation form offered by the intern.

Internship documents and assessment

Deliverables
The intern has to deliver the following documents to the internship teacher and/or coordinator:
- A progress form after 5 weeks internship;
- The Internship report (based on reflections of the learning goals).

This internship report is stored in the digital and physical archive to which only the internship coordinator has access:
- the evaluation form filled in and signed by the internship mentor.

The intern is required to complete and sign the evaluation form by the company, this is also evidence for the internship coordinator that the internship has taken place. The faculty uses the data exclusively for internal educational purposes.

The internship will be evaluated between the internship coordinator and the intern based on the experiences and insights from the internship report.

Assessment
In case of the minor internship the faculty internship teacher will also assess the internship report and give feedback to the student and internship coordinator. The advice and assessment of the internship mentor as written in the company evaluation form, are provided information discussed during the evaluation between student and internship coordinator (is not a part of the assessment).. After the evaluation meeting the internship cooridnator will enter the result in the education grading system. The company's opinions written in the evaluation form will be taken into account.

What can you expect from a third-year IDE BSc student?
In short the students knows the basis of the three pillars of design; people, organizations and technology. By defining the domains, the complex design field is made manageable. The further the training progresses, the more these domains become interconnected and interwoven. In the first two years of study they learned:
- about digital technology and the interaction between these technologies, product-service in a system;
- to conduct research for a design project and how to create value with a product-service for a user and an organisation;
- to create an innovative design from a sustainability perspective to improve the system;
- to design an intervention for a social problem;
- about knowledge from in-depth electives on four themes: Technology, People, Organizations and Skills.

What can you expect form second year IDE Master students?

The **Design for Interaction** (DfI) Master's programme focuses on the relationships we create between people and their world through design - the new behaviours and experiences they enable.
For example they will learn to explore human-technology interaction and its implications using theories and methods from different fields like design sciences, social sciences, and humanities and learn to anticipate future impact, address systemic complexities, and positively shape people's life experiences.

The MSc **Integrated Product Design** (IPD) is an advanced design programme that integrates design, technology, and research to enable students to develop new perspectives on product design. They learn to shape innovative, sustainable, and ethical products that benefit people, society, and the planet. For example they learn to integrate technology and design to create impactful solutions through emerging fields like digital innovation, sustainability principles and novel materials.

In the Master of **Strategic Product Design** (SPD), design meets innovation strategy to shape a just and sustainable future. By merging design and management disciplines, our programme equips the students with the skills to design innovative interventions and accompanying strategies that enable organisations and their networks to thrive in a world of increasing technological opportunities and growing concerns about the planet and society. For example they will learn to combine tools and techniques from various disciplines to understand economic and societal trends, technological developments, and stakeholder interests and interdependencies.

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