

Internship at T&P

The overall objective of the internship is to develop job-specific and general competencies in an external learning environment. *Competencies* are understood to be the crucial behavior required for achieving effective results. The internship period calls for a great number of job-specific competencies. Exactly what these competencies are and to what extent they will be addressed depends on the agreement reached with the School, the nature of the internship placement and assignments, and the intern's personal development objectives.

The desired intern profile is hereby described:

Profile 1. Sales/Communications/Marketing Strategists

- Two year college program, end of third semester student OR Four year college program, third year student OR Master's Degree student
- Journalism, Business, Administration, Public Relations, Communications, Marketing, or akin background
- Proficient in Microsoft Office (Excel, Access, Outlook)
- Knowledge of Microsoft Dynamics, HubSpot, Salesforce or any other CRM is a Plus
- Excellent Business Written and Oral Communication Skills in English (Dutch, Spanish, Arabic, Mandarin or Hindi are a Plus)
- Detail Oriented, Multi-Tasking Skills and Ability to Work Autonomously and on Time is a must

Basic competencies addressed during the internship are:

- 1) Evaluating the social and natural environments of business and applying them to the development of internship activities
- 2) Demonstrating analytical and critical thinking skills in the context of organizational decision making
- 3) Constructing an effective report and coherent written forms of communication

Assessing the progress made by interns regarding their competencies is an important internship requirement. A detailed description of the competencies can be found at the end of this document in the Evaluation Table.

Profile 2. PCB Programmer/Industrial Designer

Required Skills (Must haves)

- Two year college program, end of third semester student OR Four year college program, third year student OR Master's Degree student
- Experienced on writing software/firmware for 8-bit micro-controllers. Bare silicon without an operating system. We use mainly Microchip PIC processors (PIC12,16,18) and SiliconLabs (C8051F930)
- Very good knowledge of the C programming language

- Decent knowledge of electronic circuits, being able to understand schematic diagrams and capable of designing basic circuits.
- Must be able to operate measurement and test equipment to verify and validate a proto PCB. And to check the interaction between microcontroller and connected circuits.
- Able to make basic hardware modifications on a proto-PCB, remove/add components and connect test wires.
- Understand how SPI, I2C, UART communication works
- Excellent Business Written and Oral Communication Skills in English (Dutch, Spanish, Arabic, Mandarin or Hindi are a Plus)
- Detail Oriented, Multi-Tasking Skills and Ability to Work Autonomously and on Time is a must

Additional Skills (Nice to have, makes it a better candidate)

- Being able to write a simple Microsoft Windows program
- Capable of writing a simple Android or iPhone app
- Some knowledge of C++ C# Python
- Having hands on experience on other microcontrollers
- Some experience on using Raspberry Pi or Arduino

Basic competencies addressed during the internship are:

These will be discussed and agreed with the Educational Institution and/or the applicant and the company before the beginning of the internship. These are depending on the final applicant's role/education.

Prior to the Internship

Before starting the internship, interns will have an initial meeting with their School Supervisor and Technics & Production Representative (in person, by phone, or online). This meeting ideally takes place at least one or two weeks prior to starting, and the initiative for making initial contact lies with the intern. The initial meeting is meant to:

1) Gather specific information:

- a. brief description of the company
- b. name of the company's immediate supervisor
- c. what the special assignment is
- d. what the activities will be

2) Establish the most important learning objectives related to the competencies on which the intern will focus during the internship and how they will accomplish them. Focus lies on how the competencies are linked to the participation activities and the special assignment. Shortly after the start of the internship a minimum of five learning objectives that include clear explanations of how they are linked to the work activities are sent to the School Supervisor and Technics & Production Representative.

3) Determine how all parties will communicate during the internship.

Assignments

To enable interns to develop general and job-specific competencies, the internship comprises a combination of:

- 1) **participation** activities at the implementation/tactical level (helping to perform the daily tasks of a professional)
- 2) a somewhat more complex **special assignment**, carried out on the basis of **problem analysis**

Participation Activities

In light of the orientation objective of the internship, it stands to reason that interns will participate in the daily affairs of an organization or department. They will be collaborating with management as well as performing hand-by-hand with our field team. This provides an excellent opportunity to gain hands-on experience in the work of a professional expert. Participation activities are also a good experiential way of becoming familiar with the organization or one of its departments. Moreover, these activities may provide excellent practice in the development of general and job-specific competencies.

Some examples of participation activities are writing an article or press release, organizing a small event (E. g. trade shows, webinars, demos, external meetings), helping executives to elaborate complex presentations, taking minutes at a meeting, producing a flyer or brochure, prospecting and selling through 360 channels, help elaborating proposals, design informative/educational materials, recording attendance at network events, analyse sales performance, coordination of a team of interns, among others.

Special Assignment

During the internship one specific assignment will be designated as a **special assignment**. This is a more comprehensive and complex assignment giving interns the opportunity to test and strengthen their problem-solving and research abilities as well as their competencies in international communication. The question of what will be the special assignment in your sequence of internship activities is a matter to be agreed upon with Technics & Production.

The special assignment meets the following conditions:

- springs from a real need of Technics & Production
- matches the intern's interest
- involves conducting research

A comprehensive outline of the special assignment must be submitted to the Internship Supervisor for final approval.

Special Assignment Report

The Special Assignment Report will primarily be written for Technics & Production, therefore interns should keep in mind the readers/users within Technics & Production while writing. The report is limited to 5,000 words, exclusive of supplements, and shall contain the following sections:

- Executive Summary
- Project Context
- Organizational Context
- Theoretical Framework
- Research Design
- Research Results
- Conclusions

The most relevant parts of external and internal analysis (analysis of the organization and its environment executed as part of the internship) will form the basis for the project context in order to provide a clear problem description and motivate research goals. In this case, however, interns select only the parts from their internal and external analysis that are relevant to the goals of the special internship assignment.

The report is due two weeks after completion of the internship at Technics & Production. Both the Company Supervisor and the School Supervisor will receive a copy.

Internship Report

The Internship Report is intended as a report for Technics & Production and could be used by the School Supervisor. It is limited to 7,500 words, exclusive of supplements, and shall include the following:

- a) A brief description of the participation activities
- b) Analysis of the organization and its environment, providing the main items to help gather information on the external and internal analysis of the organization (meant to be a coherent text, not just an outline)
- c) A reflection on the internship process in relation to the intern's own professional competencies

This reflective report results in an evaluation of the intern's internship learning objectives. It is meant as an instrument to support interns in the process of writing and constructing a coherent and clear report.

The report is due two weeks after completion of the internship at Technics & Production.

Supervision by the Company Supervisor

Day-to-day internship supervision is largely the responsibility of the Company Supervisor. The Company Supervisor should have a higher university diploma and/or considerable experience in the field of the internship. Interns are entitled to have their performance and the quality of their internship activities evaluated promptly and regularly. The Company Supervisor should therefore consult with the Intern about their progress on a regular basis, i.e. at least once every two weeks.

During the first weeks of the internship, the Company Supervisor and the Intern establish what competencies will be concentrated on during the activities. This is based on the Intern's personal learning objectives in relation to their prospective activities. During the (interim) evaluation(s), the focus will be on the intern's personal performance.

Halfway through and at the end of the internship period, the Company Supervisor completes the Evaluation Table and discusses it with the Intern.

Supervision by the School Supervisor

The School Supervisor oversees the step-by-step progress made during the internship process. Prior to or at the start of the internship, the Intern and the School Supervisor make arrangements about supervision. The initiative in the communication between the intern and the School Supervisor is primarily the intern's responsibility.

As visits to an internship placement are not always feasible, contact with the intern and Company Supervisor will be achieved in other ways. The intern arranges a contact between the School and Company Supervisor three times during the internship period:

- 1) First contact - to make sure that the intern has a good start and to agree on the day-to-day activities and the special assignment
- 2) Second contact - to discuss the mid-term assessment and the intern's progress on the special assignment
- 3) Third contact - to complete the final assessment and to discuss the results of the special assignment

When the internship has ended, a Technics & Production Executive has a final assessment meeting/feedback session with the intern on the basis of the internship reports.

Other Practical Matters

Internship Contract

A contract has to be signed for each internship. The contract may be provided by the School or Technics & Production.

Workplace

In view of the fact that interns may spend the entire working week at the company from 9am to 5pm, Technics & Production prescribes that they have a fully equipped workplace at their disposal. This means they have their own desk and computer.

Sick Leave

In the event of sickness on the part of the intern during the internship, the intern needs to immediately notify the Company Supervisor and the School Supervisor. Sickness may mean extension of the internship period, unless otherwise agreed upon by Technics & Production, the School, and the Intern.

Insurance

It is considered the responsibility of the intern to protect themselves with proper insurance. An intern is strongly advised to arrange the following insurances prior to leaving for an internship:

- Health insurance with coverage national and international
- Private liability insurance with coverage abroad
- Travel and accident insurance
- An extended coverage for travel and accident insurance instead of only a limited coverage (for example only covering material damages)

In addition, the intern needs to be aware of risky circumstances during the internship. These shall be their responsibility. Technics & Production B.V. is not to be held responsible for any incident in which the intern may incur.

Evaluation Table

	Interim	Final
Communication Issues & Process: Analysis	1-100%	1-100%
Shows awareness of internal communication developments within the organization.		
Shows awareness of external communication developments affecting the organization.		
Able to interpret and evaluate information related to a communication issue.		
Able to think and work methodically and reflectively.		
	Interim	Final
Communication Issues & Processes: Research	1-100%	1-100%
Able to establish research objectives and research questions.		
Able to justify chosen method and results.		
Able to reflect on chosen method and results.		
Critical of other people's models, theories, and research results.		
	Interim	Final
Communication Issues & Processes: Advice	1-100%	1-100%
Able to translate organizational policy into a communication policy.		
Able to convincingly present proposals, both verbally and in writing.		
Able to oversee financial and budgetary repercussions of an advice.		
	Interim	Final
Work Floor Social Skills	1-100%	1-100%
Able to perform diversity of tasks.		
Social and communication skills.		
Able to work together with colleagues and experts.		
Able to manage and weigh up different interpretations and interests.		
	Interim	Final
Planning & Organizing	1-100%	1-100%
Able to stay focused on the main task.		
Able to use time effectively.		
Proactive.		
Problem-solving work method.		
Able to take charge in complex situations.		

	Interim	Final
Design & Realization	1-100%	1-100%
Creative.		
Written skills.		
Design skills.		
Able to develop creative concepts and translate these into actual tools.		
	Interim	Final
Representation	1-100%	1-100%
Able to take the appropriate action in dealing with both wanted, and unwanted publicity.		
Able to create a design platform.		
Able to assess the value of issues and information of different (public) target groups.		
Organizational knowledge.		
Publicity sensitive towards environment.		
	Interim	Final
Professional Skills	1-100%	1-100%
Awareness of social responsibilities.		
Demands high standards of oneself and is critical of own achievements.		
Aware of professional work ethics.		
Able to choose and justify appropriate work methods.		
Able to develop and maintain professional networks.		
Interculturally competent and aware.		