

Information for full-time 1st year students about internships in 2022-2023:

In September 2022 you will start the teacher training program at Utrecht University of Applied Sciences (Institute Archimedes). Each year of the program you will complete an internship. In your first year you will start your internship at a partner school of the Archimedes Institute in the second (November 2022) or third period (February 2023).

In the first period you will get acquainted with each other and with the working methods of the teacher training program; you will also find out which schools offer internships for first year students and how to apply for these. If you haven't found a placement by a certain date, the Internship Office Institute Archimedes will match you with an available internship. To achieve this, we have drawn up the following step-by-step plan:

How does this work in practice?

1. Schools

(Partner) schools confirm the number of available internships 2022-2023 for 1st year students before the summer vacation.

2. Searching for your own internship placement

You look for an internship position yourself and apply for it. The Internship Office Institute Archimedes will make an overview available on the Professional Development Canvas page with the names of schools and their contact details.

Deadlines to search for your own internship

- If you are starting the English, History, Spanish or Teacher Education program, you have until 30-09-2022 to find your own internship.
- If you are starting the program for one of the other subjects, you have until 31-10-2022 to find an internship.
- Once you have found an internship, you register it in OnStage (see point 4). This is a mandatory step.

3. Placement of first year full-time students without an internship by the Internship Office Institute Archimedes

If you have not found an internship before the deadline, Internship Office Institute Archimedes will be called upon to place you at a suitable internship school.

Placement timeline

The Internship Office Institute Archimedes will begin matching students with available placements immediately after the deadline (30-09-2022 or 31-10-2022). The school educator/internship coordinator or contact person and you will receive a placement notice via OnStage (automatically generated mail). Both of you will receive invitations to contact each other and get acquainted.

Start date internship and placement deadline

- If you are starting the Teacher Education (TEd) program, your internship will start at the end of February 2023.
- If you are starting one of the other programs, your internship will begin in mid-November 2022.
- In both cases, the placement process will have been completed by the Internship Office Institute Archimedes before the start of the internship.

4. OnStage

All internships of first year students must be registered in OnStage. This applies to both self-found and placed internships. You then need to upload the signed Internship Learning Agreement in OnStage. You will receive an automatically generated message from Onstage to remind you of the deadline.

All internship related products, including the feedback and assessments, will be uploaded to your student file in Scorion and/or Gradework to your Methodological Practices or Pedagogical Practices teacher.

OnStage and registering an internship placement found by yourself

If you have found an internship yourself, you register it in your student file in OnStage. This must be done before 30-09-2022 and is a mandatory step. You should then complete the process by getting the Learning Agreement signed and uploading this to your student file.

OnStage and placement of first year students

If you are placed at a school, then the Internship Office Institute Archimedes will register the internship in your student file in OnStage. This will be completed before your internship should commence. You should then complete the process by getting the Learning Agreement signed and uploading this to your student file.

If you have any questions, please contact Internship Office Institute Archimedes (werkpleklerin.archimedes@hu.nl)