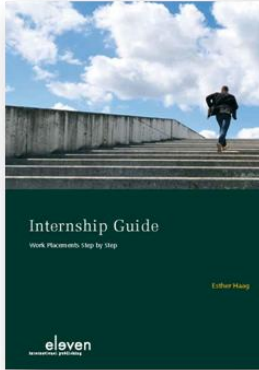


Internship Guide

Work Placements Step by Step



Esther Haag

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About the book

Internship Guide: Work Placements Step by Step has been written from the practical perspective of a placement coordinator. This book addresses the following questions: what problems do students encounter when they start thinking about the jobs their degree programme prepares them for? How do you find your dream internship or placement? Is it okay to contact a company out of the blue or does there need to be a vacancy? Whom do you contact within such an organization, and how? Do you have to send an e-mail or would it be all right to contact them by phone? How will you know what kind of assignment will be approved by your faculty? What agreements do you lay down in a contract? Who pays the additional expenses? And how do you know if you speak the language of the organization well enough? All this and more can be found in *Internship Guide: Work Placements Step by Step*. This textbook has been written for students in higher education (universities of applied sciences and research universities).

About the author

Esther Haag studied Dutch Language and Literature at the University of Groningen. She has held several positions in business and teaching, and became placement coordinator at the Faculty of Arts of the University of Groningen in 2004.

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