Community Projects and Internships

Information Session

18 October 2023

CP/I Guidelines

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Community Projects & Internships (CP/I)

> CP/I opportunities

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- General information
- Differences between a Community Project and an Internship
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- CP/I team
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- CP/I Guidelines
- Instructions Portal: how to add a CP/I project and start your application?
- CP/I forms, templates and instructions
- Contacting the CP/I team

General Requirements

- **Students at AUC are required to complete *at least* one community project *or* internship.**

- **Students may complete (i) two separate internships, (ii), one CP and one internship, or (iii) a double research internship or (iv) a 30EC internship as part of their studies.**

- **In the case of two internships, the learning outcomes for the second internship must be different than the ones for the first internship.**

- **It is also possible to complete two CPs, but *only one can count towards the degree requirements*.**

- **It is not possible to do a double CP.**

More General Requirements

- **A maximum of 6 credits for projects within AUC, with one exception (double internship).**

- **Fellow students cannot be CP/I supervisors, with a few exceptions.**

- **Students are not allowed to complete a CP/I project in the summer in which they graduate or in their last January intensive period, for February starters.**

Double internships (12 EC)

- **Students can complete two internships (2x6 ECP).**

- **That is not a double internship.**

- **A *double internship is always*:**
  - **Research-based**
  - **2x168 hours = 336 hours**
  - **AND it requires writing a second, content-based, report (in addition to the final reflection report)**

- **Please refer to the guidelines for more detailed information.**
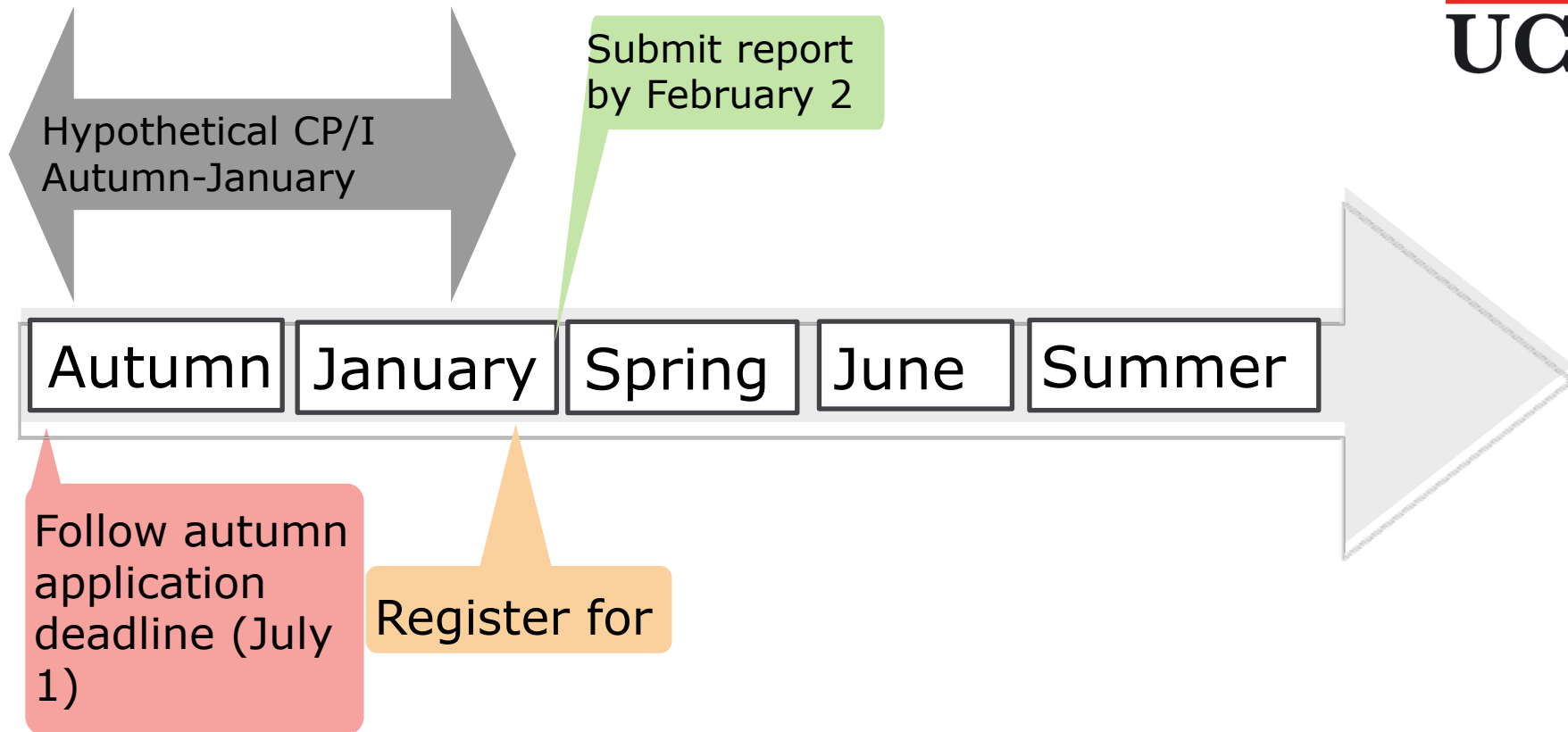
30EC Internship

- **Research-based**
- **Usually, take place at academic institutions or research institutes**
- **Must have an academic supervisor**
- **Students need to submit a Research Proposal before the projects starts which must be approved by the respective Head of Studies.**
- **5x168 hours = 840 hours**
- **AND it requires writing a second, content-based, report (in addition to the final reflection report)**
- **Please refer to the guidelines for more detailed information.**

- **Important: you can't go abroad and do a 30EC internship since it counts as an off-campus course (maximum 42 EC according to the AS&Ps).**

Timing

- **Projects can take place within a single period (autumn, January, spring, June, summer).**

- **Or can be cross-period projects (can cross over periods within a single semester).**

- **NO counting back hours (so, if you worked on a project independently last semester, you cannot count it as a CPI).**
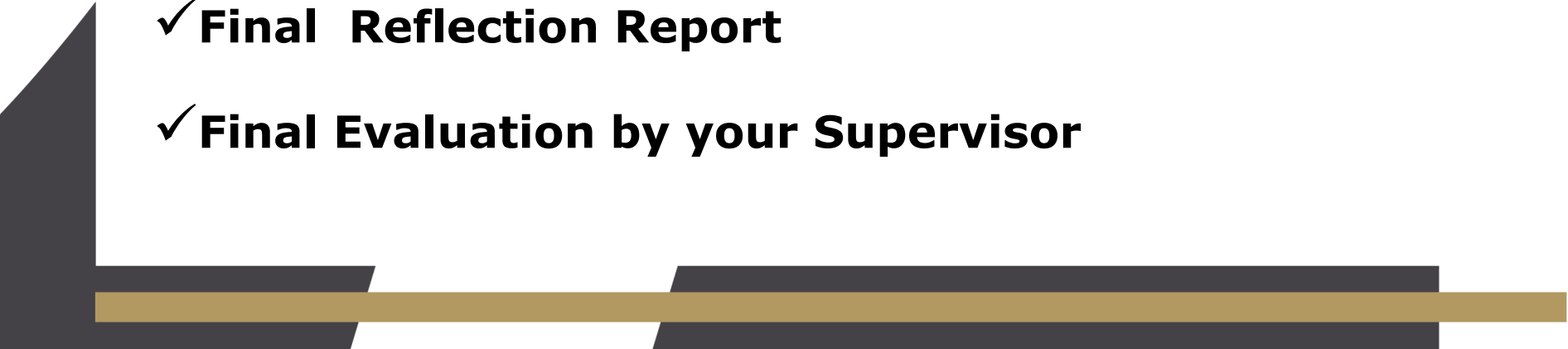
Cross-period CPs & Is

Hypothetical CP/I
Autumn-January

Submit report
by February 2

| Autumn | January | Spring | June | Summer |

Follow autumn application deadline (July 1)

Register for

1. **Follow application deadline for the period in which your CP/I starts**
2. **Register for the period your CP/I ends**
3. **Submit report for the period your CP/I ends**

The process

- **Finding a CP/I project**

- **Application**

- **Doing your CPI and assessments**

  ✓**Learning Plan**

  ✓**Interim Learning Plan Update**

  ✓**Final Reflection Report**

  ✓**Final Evaluation by your Supervisor**

Table 1. General Assessment Structure per CP/I

Community Project	6 EC	CP/I Report: - Learning Plan: 20% - Interim Learning Plan Update: 30% - Final Reflection Report: 35% - Final Supervisor Evaluation: 15%	Students receive a "Pass", if 55% of the CP/I Report received a "Pass".
Internship	6EC	CP/I Report: - Learning Plan: 20% - Interim Learning Plan Update: 30% - Final Reflection Report: 35% - Final Supervisor Evaluation: 15%	Students receive a "Pass", if 55% of the CP/I Report received a "Pass".
Double Internship	12EC	CP/I Report: - Learning Plan: 15% - Interim Learning Plan Update: 15% - Final Reflection Report: 30% - Final Supervisor Evaluation: 10% Content-Based Report: 30%	Students receive a "Pass", if 55% of all assignments received a "Pass".
30EC Internship Students need to submit a Research Proposal before the projects starts which must be approved by the respective Head of Studies.	30EC	CP/I Report: - Learning Plan: 15% - Interim Learning Plan Update: 15% - Final Reflection Report: 30% - Final Supervisor Evaluation: 10% Content-Based Report: 30%	Students receive a "Pass", if 55% of all assignments received a "Pass".

Special case: Lab internship

- **Not easy to organize**

- **Usually require 3-5 months full time, but flexibility can be negotiated**

- **Best to plan cross-period during for instance, January-Spring, or June-Summer**

- **You can let it count as a double internship or two separate internships**

- **Some of the investment will be extracurricularly, or outside of your 180 EC graduation requirement**

- **Arrange through teachers from courses**
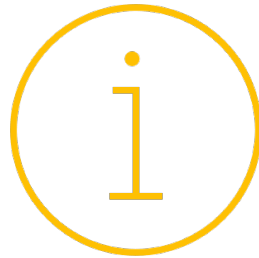
Before Applying

- **Finding an organization.**

- **What are you interested in? Volunteering, work or professional internship? Or research internship? Abroad or in Amsterdam?**

- **Start organizing your CP/I at least 4 months before the intended start of the project (application deadlines typically 2 months before start)**

- **Use your network (family, friends and teachers) to find an organization.**

- **AUC has a list of partners and a current opportunities page**

CPI Opportunities AUC

- **Please check it out!**

Timing: January, June or summer

Checklist for CP/I projects abroad:

- Travel advice of [Dutch Ministry of Foreign Affairs](): code orange/red for a country = traveling not allowed

- [Insurance]() (travel, health, repatriation, liability, etc.)

  > Download the Hienfeld travel assistance app

- Visa/immigration procedures? → make sure you start early with the application process!

- Scholarships/Funding: it might be possible to get Erasmus funding, if the project takes place **full-time**, for a **minimum of 2 months**, within **Europe** (this would only be applicable to June-summer projects). For more information, check the [UvA Erasmus programme webpage,]() or contact the AUC International Office ([international@auc.nl]())

CP/I projects abroad (2/2)

Checklist for CP/I projects abroad:

- Determine your finances and make a budget (i.e. additional costs such as housing, visa, train/plane ticket, vaccinations, etc.)

- Subletting your room while abroad for your CP/I project

- Vaccinations

- Arrange housing

- Prescription medicine (check local rules)

- Book a flight/train ticket

- DUO study finance recipients: requesting OV-vergoeding

Application and Learning Plan

- **Application submitted via <u>portal</u> according to CP/I guidelines requirements by appropriate deadline.**

- **Registering (applying for CPI) does not follow regular course registration**

Upcoming Application Deadlines

- **January 2024** – 1 November

- **Spring 2024** – 1 December

- June 2024 – 1 April

- Summer 2024 – 1 May

Deadlines single period projects 2023-24

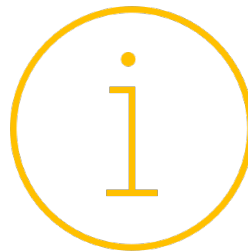**Table 3a. CP/I Deadlines for single period projects**

Period of CP/I	Proposal	Learning plan	Interim Learning Plan Update	Final report
Autumn	1 July	2 Oct	6 Nov	20 Dec
January	1 Nov	15 Jan	22 Jan	2 Feb
Spring	1 Dec	4 Mar	15 Apr	31 May
June	1 April	10 June	17 June	28 June
Summer (July - August)	1 May	15 July	5 Aug	23 Aug

Table 3b. CP/I Deadlines for cross-period projects

Period of CP/I	Proposal	Learning plan	Interim Learning Plan Update	Final report
Autumn-January	1 July	6 Nov	20 Dec	2 Feb
Spring-June	1 Nov	15 Apr	31 May	28 June
June-Summer	1 April	28 June	15 July	23 Aug

How do I find more information?

AUC Student website:

➢ **CPI Office Hours**

- **Tuesdays, 13:00-13:30, https://uva-live.zoom.us/j/85862553401**

FURTHER QUESTIONS?