**International Internship Assignment ISMB or SM&B**

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| **Organisation** |
| **Name of organisation** |       |
| **Organisation type** | [ ]  Event management[ ]  Foundation [ ]  Government entity[ ]  International School[ ]  Agency Marketing/Management[ ]  Sports brand/merchandiser[ ]  Sports club[ ]  Sports facility[ ]  Sports federation[ ]  Sports retailer[ ]  Other, namely       |

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| **Contact information** |
| **Name Contact \*** |       |
| **Email** |       |
| **Phone (work and mobile)** | Phone       / Mobile       |

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| **Visiting address**  |       |
| **Post code** |       |
| **City** |       |
| **Country**  |       |
| **Postal address** |       |
| **Postal code** |       |
| **Postal city** |       |
| **Country** |       |
| **Website** |       |

By registering the internship assignment you grant permission to the internship office to make your details known in the Centuri internship system. The data are only visible to the students and staff members of the courses Sportkunde, leerroute SM&O and and Sport Studies, track ISMB. Your information will not be given to third parties.

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| **Short description of your organisation** |
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| **Universal** |
| **How many full-time employees work at your organisation?** |       |
| **Does your organisation have a fixed / flex desk for the student trainee? (yes/no)** |       |
| **Does your organisation have an insurance for injuries and damage that the student-trainee may suffer from or create during his/her internship? (yes/no)** |       |

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| **Please explain your experience in supervising interns.** |
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| **Internship type (check all that apply)**  |
| [ ]  Administration | [ ]  Event Management | [ ]  Facility Management | [ ]  Fundraising |
| [ ]  Marketing | [ ]  Media/Social Media | [ ]  Operations | [ ]  Public Relations |
| [ ]  Research | [ ]  Sales | [ ]  Sponsorship | [ ]  Ticketing |
| [ ]  Other, namely        |

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| **Title of the internship assignment (this appears in the search results page and influences the response from students.)**  |
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| **Description of the internship assignment and other information** |
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| **The internship office will also promote the internship assignments in the linkedin group. If the internship assignment is online, please will you include the link that we can use.** |
|       |
| **We need these skills from an intern** |       |
| **We are looking for an intern who is in the . . .**  | **International Sports, Management and Business:**[www.amsterdamuas.com/internshipoffice-sportstudies](http://www.amsterdamuas.com/internshipoffice-sportstudies) [ ]  Second year – Operational internship (10 weeks - February until April)[ ]  Fourth year – Strategic internship (18 weeks - September until begin/mid January) [ ]  Fourth year – Graduate internship (20 weeks strategic internship - February until end of June) |
|  | **Sport, Management and Business – Dutch programme**[www.hva.nl/stagebureau-sportkunde](http://www.hva.nl/stagebureau-sportkunde) [ ]  3rd / 4th year (20 weeks strategic internship)  (end of August until end of January)[ ]  3rd / 4th year (20 weeks strategic internship)  (February until end of June) |
| To ensure the quality of the internships, a maximum of 2 students can do their internship at an organisation at the same time. The internship office can deviate from this rule if you provide a well-motivated reason. This decision lies with the internship office. If a third student is allowed to do their internship in your organisation, s/he cannot be supervised by someone who is already supervising 2 other students. This rule is in place to ensure the best possible supervision for our students during their internship. |
| **Extent and length of internship** | *Time period**[ ]*  September       until January       [ ]  February until April       (only second year)[ ]  February until June        |
| **Internship remuneration**  | [ ]  No[ ]  Reimbursement of expenses of €       per month[ ]  Internship remuneration of €       per month [ ]  Housing provided |