

To:

LOCATIE ZOOMWIJCK

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LOCATIE POORTWIJK

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Date:

Subject: internship

Dear Sir/Madam,

We are much obliged to you for considering our student as a short-term intern/job shadower at your business or company. In this letter, you can read about our school and our expectations of this internship.

Bilingual Education

Our school, CSG Willem van Oranje, is located in Oud-Beijerland, the Netherlands (close to Rotterdam). We offer secondary education on various levels, from pre-vocational (4 years) to pre-university (6 years). Some of our students also take part in the bilingual stream (in Dutch called TTO), meaning they take subjects like Mathematics and Biology in English instead of our native Dutch. To qualify for a bilingual diploma in their final year, the student needs to take an intern position at a company abroad, where English is the main language.

The internship

The student will spend at least three full days altogether at your company. For the duration of their stay, the student will learn about as many aspects of your company as possible. This differs per student, as they will prepare an internship plan beforehand. In this plan, the student explains what they want to explore at your company. This could be anything, from information about the job, studies/courses that are necessary to qualify for the job, or societal topics. The student will prepare this in advance with their mentor, teachers and of course their supervisor at your company. We also find it important that the students learn about national, social and cultural aspects on the job, and encourage them to take part in as many activities as they can, both at work and in their free time.

Some practical considerations

- As most students participating in this internship will be quite young, they are not really allowed to work independently or have many responsibilities. Their main activities will be job shadowing, asking questions and learning about the company or business.

- The student will be insured through our school, but may take on extra insurance if they please.
- They are encouraged to travel alone, but sometimes it is better if they come in pairs. The job shadowing, however, will be done individually to encourage personal development.

If any questions remain after this letter, we are more than happy to answer them.

Yours faithfully,

Martijn van der Laan

TTO coordinator Pre-University Education

Arieke Veenstra

TTO coordinator Higher General Secondary Education