

Example: Capstone at UCM to be completed in winter/spring 2016

Your home faculty

- University College Maastricht (UCM)

Type of internship you are seeking

- Capstone

Internship coordinator and contact information

- Wilfred van Dellen
- ucm-capstones@maastrichtuniversity.nl

Starting date and length of the internship you are seeking

- Start February 1.
- Length is one full semester (February 1 to June 21).

Is the starting date and/or length of the internship flexible?

- Starting date is flexible, but signed capstone approval form must be submitted by April 6.
- Length is not flexible.

How much time do you expect to spend on the internship?

- 8 hours per week from February 1 to March 24.
- 8 hours per week from April 4 to May 27.
- Full-time from June 6 to June 21.

Formal expectations of the supervisor – See table below.

Teaching compensation – See table below.

Date	Supervisor Activity (bold text indicates deadline to be met by supervisor)	Teaching Compensation
February 1 to March 24	Read letter and proposal and answer.	0.50
	First meeting student: introduction and discuss plan.	0.75
	Second meeting.	0.75
	Third meeting.	0.50
	Discuss and sign capstone approval form by April 6. The form is submitted to UCM by the student.	0.25
	Read, comment and grade outline by April 12. Send grade and comments to: ucm-capstones@maastrichtuniversity.nl. Also send comments and feedback to student.	1.50
April 4 to May 27	Meeting to discuss outline and comments.	1.00
	Meeting to discuss progress draft.	1.00
	Read and comment on draft to student by June 3. Draft is not graded.	2.00
June 6 To June 21	Last meeting to discuss draft and comments.	2.00
	Read, comment and grade final product by June 21. Send grade and comments to: ucm-capstones@maastrichtuniversity.nl. Also send comments and feedback to student.	1.50
Total compensation (in hours):		12.00