

Professional Skills 2ITF 2023-2024

Assignment corporate contact

Find 3 companies with whom you can see yourself doing an internship. You can find more information on internships under the module 'Internship planning, guidelines and period'.

If you are considering an international internship, it is worth contacting companies outside Belgium. Who knows, maybe a former Thomas More student works there (check LinkedIn) and you can arrange an interview through that network. Feel free to take another look at the '[Pack Your Bags](#)' presentation for inspiration.

For these companies, use their website and social media to find answers to the questions below. **Document** this thoroughly, as you will need to incorporate this information into your final presentation (more information will follow later).

- What exactly does the company do? Lies their focus on one specific activity (e.g. application development) or several?
- Does the company operate in one specific sector (e.g. healthcare) or several?
- Where is the company localised? Are there also branches abroad?
- What is their mission (= values and identity) and vision (= future plans)?
- Can you find an organisation chart?
- What is the overall company culture like?
- Which projects are currently ongoing or have just been completed?
- Are there any vacancies that match your profile?

Next, pick out one company that seems most interesting to you. **Contact them effectively**. You should look for the contact details of their human resources department. Explain that you are a computer science student at Thomas More who will graduate within a year and a half and would like to have an interview about a possible future internship. This interview may take place online. Keep the email(s) as proof of your contact.

In order not to overwhelm companies, we **limit** the number of students allowed to contact the same company to five. Once you have found a company, go to Canvas and see if the company is listed (under People). As long as there are not yet five students present in a group, you may add yourself and contact the company. If your company is not in the list, ask your PS2 coach to add the company.

Think carefully about which questions you want to ask. Prepare this well. Make sure you don't 'interview' the contact person, but engage in a conversation with them about their company, the size, organisational form, working language, activities, any projects they may have for trainees, how they coach their interns, permanent job opportunities... **Take notes** during the discussion, as you will have to incorporate this into your final presentation as well.

Deadline for this assignment is **1/5/2024, 23:59**.