

# **Students' Guidelines for MSc internships (ENP 70424 – ENP 70439) at the ENP group**

(Studiewijzer voor stages bij de leerstoelgroep Milieubeleid)



Version 2016/11

# Internship Course guide

## Profile of the course

The aim of the academic internship is that you experience the institutional, entrepreneurial, and labour reality of an academic working environment similar to what can be expected from a recently graduate from your study programme. The internship provides you the opportunity to work outside Wageningen University at a host organisation, e.g. a company, public institution, consultancy firm, research organisation, another university or non-governmental organisation, thereby broadening your academic horizon. The host organisation/work should be of sufficiently high academic standard to reflect the desired level of Wageningen University. Activities during your internship could include the making of policy documents, communication plans, evaluation reports, landscape or urban designs, education or communication material or performing research or consultancy tasks.

## Contact persons, examiners

Contact persons: prof. dr. Gert Spaargaren or dr. Kris van Koppen, appointments for an intake to be made via an email to [corry.rothuisen@wur.nl](mailto:corry.rothuisen@wur.nl)

Examiners: all teaching staff ENP

## Study load

A student may perform an internship with a study load of 24, 27, 30, 33, 36, or 39 credits (EC) dependent on the study programme. 24 credits stands for 4 months fulltime work, including the writing of an internship report.

## Learning outcomes

After completion of the internship you are at least expected to be able to:

- apply knowledge and skills acquired during the course of study;
- execute certain professional skills better
- work independently and with a feeling for the organisation;
- expand your professional network
- form an opinion on the career perspectives of working in the chosen type of organization
- reflect on the personal learning process and acquisition of professional skills

In line with the above mentioned learning outcomes - and if you wish, additional to them - you should formulate your own more specific, personal learning outcomes in conversation with your supervisor. You discuss how you can gain experience and get feedback on your specific, personal learning outcomes. These specific, personal learning outcomes are part of the Wageningen University Contract and Learning Agreement for internships (see Appendix A).

When formulating the personal learning goals, use the **S.M.A.R.T.** principles. Learning goals should be:

- **Specific:** detailed and focused. What is to be achieved and accomplished?
- **Measurable:** Goals provide a standard. Being “better” is too ambiguous: better than what? Indicate how you will know when you are “better”? What is enough?
- **Action** related: use verbs (such as design, execute, analyse, gather) that indicate what activities will be carried out during the internship.
- **Realistic:** Goals are practical and achievable within the internship organization and time frame of your internship.
- **Time-resource-constrained:** your goals have identified timelines and resources needed. Timelines encourage action and deadlines encourage activity. These help you evaluate your progress and motivate you to move along towards your goal.

## Prerequisite knowledge

Specific requirements for each programme can be found in the Study Handbook. In addition, you should be officially subscribed as an MSc student of Wageningen University.

### **What is an appropriate internship?**

An internship can be done at various organisations, research institutes, governmental agencies or firms all over the world, as long as the internship at these institutions is related to environmental policy (governance) or management and that your activities are predominantly at an academic working level.

A major requirement that should be met by the internship provider is that there is guaranteed supervision on an academic level by at least one staff member of the organisation.

The location and character of the internship must reflect the possible first working environment of a recently graduated student from the student's course of study. The internship gives the student the opportunity to reflect on his/her strong and weak points. The internship provider must be an organisation which is familiar with the field in question, and can guarantee that the student will participate in discussions at MSc level. It must be clear to the internship provider that the student's learning process is the most important aspect of the internship above productivity and results.

### **How to find an internship?**

If you want to discuss the possibilities for internships, you may contact the Education Contact person at the ENP group. Be reminded that there is usually not a database or extensive list of internships you can choose from. You should browse the internet on organisations or businesses of your interest who may take interns. Once you have found a possible internship, contact your supervisor at ENP (again) to discuss how to approach the contact you found. He or she can advise you how to write the email, and if needed ENP can write recommendation letter if that is requested by the internship provider.

### **Internship contract**

If the chosen internship meets the requirements as mentioned above and the organisation approves to be your internship provider, you should make up an internship contract. This is to lay down, as a minimum,

- the internship provider and the supervisor responsible,
- the chair group and the lecturer responsible,
- the SMART learning objectives of the student;
- the activities to achieve these objectives duration of the internship,
- the method of reporting and assessment
- and, where applicable, particular arrangements concerning how the internship is to be carried out and reported.

A standard internship contract and assessment form can be found at the ENP website under the link "Information for students".

Some internship providers may prefer their own contracts. This is allowed, as long as the elements mentioned above are covered. If not, two contracts may be needed, one from your internship provider and one from WU.

Discuss your draft internship contract with your supervisor at ENP and with your internship provider preferably before starting with your internship but ultimately within two weeks after starting it. This will help you to gear your internship activities to your personal learning goals.

### **Supervision**

All internships will be supervised by a local supervisor at the place of internship and by a supervisor at the ENP group. The local supervisor will be responsible for the daily supervision during the internship and will be asked to give feedback on the process of achieving the students' learning objectives.

The supervisor at ENP group will advise the student in searching for an internship, and on the learning objectives. If feasible the ENP supervisor may attend a presentation at the internship location with the student and local supervisor just before the end of the internship.

### **Educational activities**

During your internship you will work on a project in the context of an organisation. You will have a position as an 'employee' on an academic level. Your internship should be concluded by the writing of your internship report; which includes your personal development (the reflection report) and the results and products of your internship.

### **The Internship Report**

The report should reflect upon the internship (i.e. organisation, company, country, etc.) and upon the personal learning outcomes you formulated beforehand in conversation with your supervisors. The report should describe your personal development during the internship and your goals for further development.

In the *introduction* of the report you briefly describe the internship organization next to the learning goals and framework of your internship project.

In addition, the report should contain a description of the *methods* used during the internship and if applicable the obtained data/used body of knowledge. What have you done to achieve these learning objectives (choices made, and routes taken during the internship). How did you perform in your internship activities (successful or not successful, strengths and weaknesses)

Finally, the report should contain the *results* of your internship project(s), and a *discussion and conclusion*. How do you evaluate your overall performance?

- What are the outcomes for your learning objectives and other lessons learnt?
- Looking back, what would you do differently?
- Which points of attention do you take from the internship for further improvement?
- What are the implications for your view on career perspectives?

In principle this is a confidential report that only may be read and filed by the Wageningen University supervisor and examiner.

The total size of the report may vary depending on the internship. The minimum size for a report on an internship is 12 pages (excluding the annexes). If the total volume of a report (including annexes) is likely to exceed 50 pages, please consult your ENP supervisor about which parts can be submitted digitally only.

### **Oral presentation**

Upon finishing your internship you should give a presentation about your internship at the host organisation with at least one of the internship supervisors present. There is no internship presentation required at Wageningen University.

### **Assessment of the internship**

Wageningen University (ENP supervisor / examiner) is responsible for the final assessment. The assessment by the local supervisor has a major influence on the final grading, but the final assessment by the ENP supervisor may deviate from it due to differences in expectations, requirements, and grading conventions, between Wageningen University and the organization and country of your internship.

#### *Assessment by the local supervisor*

At the end of the internship, the local supervisor has to give his or her assessment in the format of 'Appendix B'. This assessment covers the professional skills, and the products (reports and other outputs produced or performed, such as presentations, or activities organized). We recommend that the assessment is explained to you in a meeting with your local supervisor. The assessment form has to be signed by the local supervisor and you. The original form should be handed in to the ENP supervisor.

#### *Assessment by ENP supervisor*

The ENP supervisor assesses the internship report including the reflection on achieving your learning goals. We recommend that you submit a draft of your report to the ENP supervisor for feedback. After handing in the assessment form (Appendix B), and the final report, you will have a final evaluation with your Wageningen University supervisor (and, optionally, with the internship supervisor present as well). In this meeting, the report, and final assessment of the internship (Appendix C) are mutually commented upon and further explained and discussed.

Wageningen University supervisors assess students based on an evaluation of the performance of the student by the internship supervisor and on the internship report. Wageningen University supervisors use a rubric (appendix D and E) as a guideline in their assessment.

In sum all internships will be evaluated against the following criteria:

*Professional skills (40%) (Assessment input by Local Supervisor)*

- 1 Initiative and creativity
- 2 Insight in functioning of another organisation
- 3 Adaptation capacity
- 4 Commitment and perseverance
- 5 Independence
- 6 Handling supervisor's comments and development skills
- 7 Time management

*Report internship (35%) (Assessment inputs by Local and ENP Supervisors)*

- 1 Formulation goals, frame work project
- 2 Theoretical underpinning, use of literature
- 3 Use of methods and processing data
- 4 Reflection on results
- 5 Conclusions and discussion
- 6 Fluency of language and writing skills

*Self reflection on internship (20%) (Assessment by ENP Supervisor)*

- 1 Self reflection in report

*Presentation – (at internship location) (5%) (if applicable: assessment by Local Supervisor)*

### **Insurance**

A 'normal' traveller's accidents and luggage insurance might not be sufficient if you go abroad for studying (and therefore the WUR traveller's accidents and luggage insurance is offered). Students can take out a (free) traveler's accidents and luggage insurance if they go on an internship abroad. For more information about this insurance go to SSC. If you are planning to travel after your internship you should make sure that you take out a travellers insurance for that purpose. It is always unwise to have two insurances at the same time as they might start to fight about who of them should pay for an accident. So cancel your own (continuous) traveller's accidents and luggage insurance during your study period abroad, but make sure that you have one at the moment you are planning to travel after your internship.

Students have to take out a health insurance with world coverage themselves.

All students are automatically insured for liability insurance (=WA verzekering) during study activities (lab work, field work etc.), but not during their leisure time.

For international students studying at Wageningen University special arrangements are made regarding insurances. For more information they should contact the SSC.

### **Grants**

For more information about grants see the following websites:

[www.beursopener.nl/content/index.asp](http://www.beursopener.nl/content/index.asp) (unfortunately in Dutch only) and [www.wageningenur.nl/en/About-Wageningen-University-Fund.htm](http://www.wageningenur.nl/en/About-Wageningen-University-Fund.htm)

### **Checklist for organizing an internship**

For all internships:

- Find an internship
- Find a supervisor at ENP (with the help of internship coordinator at ENP)
- Fill in Wageningen University Internship Contract and Learning Agreement together with ENP supervisor and local internship supervisor
- Hand in Wageningen University Internship Contract and Learning Agreement at:
  - o Supervisor ENP
  - o the study advisor of your study programme.
  - o If applicable fill in the internship contract of the host institution

For internships abroad:

- If possible apply for grants
- Arrange proper insurances
- Make sure you have the right vaccinations for the country you are travelling to.
- Apply for a visa
- Arrange tickets
- Arrange housing
- Fill in the form 'OV studentenkaart buitenland' and hand in your OV card in order to receive a refund of travelling costs (for Dutch students only)

Appendices, see at [www.wageningenur.nl/enp](http://www.wageningenur.nl/enp) under “information for students”:

- appendix A: Wageningen University Internship Contract, Description of the Project (annex 1) and Learning Agreement (annex 2)
- appendix B: Form for the evaluation of the performance of the student by the internship supervisor
- appendix C: Assessment form for internships at Wageningen University
- appendix D: Manual for use of MSc-internship assessment rubric (version 1.0) to be used in conjunction with the evaluation form of Wageningen University
- appendix E: Rubric for the assessment of internships.