**Internship at the Agricultural Economics and Rural Policy (AEP) Group**

Internship coordinator dr. Dusan Drabik

This document is an addition to the university’s course guide and summarises the main requirements: 1) contacting the supervisor, 2) the internship contract and learning agreement and 3) the research and reflection report.

1. **Supervision**

You are asked to contact the internship coordinator Dusan Drabik (dusan.drabik@wur.nl) to discuss with him your internship well before you actually start. You have to organise your own internship but the internship coordinator can give you some valuable advice. In most cases the internship coordinator is also your supervisor but there could be reasons why this is not the case (e.g. one of the other professors has good contacts or works together in a project with the internship provider). Having a supervisor from the AEP Group is compulsory.

1. **Internship contract and learning agreement**

Please use the Wageningen University internship contract and learning agreement (see website). If the internship provider requires you to fill in their own contract, then please do so, but this must always be in addition to the university’s learning agreement in which the supervision and learning outcomes are agreed. The internship contract should be signed by the student, the representative of the internship provider, and an official representative of Wageningen University (your internship supervisor), and the learning agreement should be signed by you and your university supervisor.

1. **Deliverables**

*Research report*

We require you to write a research report. However, in some cases another type of deliverable is acceptable. Other deliverables could be: a policy document, a communication plan, an evaluation report, or educational material, as agreed with your supervisor(s) in the learning agreement. In case of poorly demarcated contributions to joint deliverables, describe what your contributions were and the process which led to that end-point. In cases where the portfolio is not report itself, a report describing theoretical perspectives used, reflection on choices made, relevance, conclusions and recommendations, may be required by the university supervisor(s) to assess the level at what level you managed to achieve your learning outcomes.

*Personal reflection Report*

In addition to the research report, you have to write a report in which you reflect upon the internship itself (i.e. content and organisation) and especially on your functioning within the organisation and the personal goals you formulated in consultation with the university supervisor (i.e. development of competences). For this report, you will be guided by your university supervisor. Questions that could be addressed in your personal reflection report are:

* Which personal goals did you define?
* What activities did you perform to attain these learning outcomes?
* Did the activities all together help you achieve the learning outcomes and your personal goals?
* How do you evaluate your performance on these activities?
* What did you experience as your strong and weak points?
* What can you do to improve your weak points?
* How can you use your strong points to strengthen your other skills?
* Which gaps did you identify in your personal knowledge and skills with respect to the activities you had to perform?
* Did you perform the activities in a team and, if yes, what was your contribution?
* How well did you function within the team?
* Did you get good insights in the structure of the organisation, and did you feel a part of it?
* What were your experiences with the culture and structure of the organisation?

In general, the report should at least contain an explanation of the learning outcomes formulated at the start of the internship and a critical evaluation of the extent to which these outcomes were reached (including the activities relevant for each of them). You can also formulate a set of new learning outcomes, formulated during and at the end of the internship. Obviously, the content of the report is much more important than its length, but as a rule of thumb, a personal reflection report should cover two pages / 1100 words (less than indicated by the university’s course guide).