

MSc Internship Landscape Architecture and Spatial Planning

MSc Internship Landscape Architecture (LAR-704xx)
MSc Internship Spatial Planning (LUP-704xx)

Coordinator and contact person

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MSc
Internship

Source picture: cover internship report Ruby Neugebauer; picture adapted

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Course profile

Language	Dutch/ English
Study load	24-39 ECTS
Period time	throughout the whole year
Exam dates	throughout the whole year
Coordinator/ Supervisor	G. Kleinrensink
Examiner	LSP Chairholders: Prof. Dr. M.M. Bakker; Land Use Planning Prof. Dr. S. Lenzholzer; Landscape Architecture
Assumed knowledge	The internship is currently set within the compulsory part of the MSc program and requires a completed BSc program.
Specific requirements	You should be officially subscribed as an MSc student of Wageningen University.

The aim of the academic internship is that you experience the institutional, entrepreneurial, and labour reality of a possible first academic working environment of a graduate from your study programme. The internship provides you the opportunity to work outside Wageningen University at a host organization, e.g. a company, public institution, consultancy firm, research organization, another university or nongovernmental organization, thereby broadening your academic horizon. The host organization/work should be of sufficiently high academic standard to reflect the desired level of Wageningen graduates. The internship can involve various activities, for example, contributing to a policy document, communication plan, evaluation report, landscape design, education or communication material or performing a research project.

Study load

The minimum study load of the internship in the MSc programme Landscape Architecture and Planning is 24 credits (LAR-704**24** / LUP-704**24**). This is comparable with 4 month full time work in practice. A student is free to extend the duration of the internship with a study load of 27, 30, 33, 36, or 39 credits.

Learning outcomes

The internship is a part of the curriculum in which you improve your **personal** and **professional** skills. After completion of the internship you are at least expected to be able to:

- apply knowledge and skills acquired during the course of study;
- reflect on the planning practice you take part in during the internship;
- execute certain professional and academic skills better;
- work independently and with a feeling for the organization;
- expand your professional network.

How to find an internship?

You are responsible to find a suitable position. Search for opportunities/ vacancies the websites of:

- NVTL (Nederlandse Vereniging voor Tuin en Landschapsarchitectuur):
<https://nvtl.nl/vacatures>
- BNSP (Beroepsvereniging van Nederlandse Stedebouwkundigen en Planologen)
<https://www.bnsp.nl/bureaus-pagina/>
- for participation in Environmental research Wageningen University research:
<https://www.wur.nl/en/Research-Results/Research-Institutes/Environmental-Research/Programmes.htm>

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- or ask the internship coordinator for an overview of offices for more inspiration.

Do not underestimate the time you need for the whole internship procedure. Start at least 6 months in advance. Consider your professional- and personal learning objectives and start with searching and apply for a suitable internship position. Discuss your intentions with the intended supervisor of the company.

It is part of the learning process that you organize all arrangements with the internship providing institute yourself.

Be aware: you are not allowed to start your internship without a GO from the WU-internship coordinator.

Kick-off meetings with the WU-internship coordinator

If you have found an internship provider and you have a concept-agreement, arrange an appointment with the WU-internship coordinator for the approval of your internship plan. The meeting must be scheduled before the internship begins. In this meeting you clarify what you want to achieve by conducting the internship (intended learning outcomes and arguments behind the chosen Host organization).

After this meeting you will receive the WU-internship contract form. Thereafter you must fill in the form and arrange the needed signatures (from host supervisor, from WU-coordinator/ supervisor and yourself).

Supervision

The supervisor of the host organization will guide you on your work activities and give feedback on your daily performance. The supervisor preferably obtained an university degree in the relevant field of spatial planning or landscape architecture.

The WU-internship coordinator will assist you with questions during the internship when needed. In addition, you should schedule at least two contact moments: one for a midterm evaluation and one for the final presentation. It is your responsibility to arrange these appointments.

1. Mid-term meeting

During the mid-term meeting, the progress in the students' work activities at the internship will be discussed. In some cases, adjustments and improvements will be suggested in collaboration with the internship supervisor of the host organization. If needed, additional meetings can be scheduled to tackle encountered problems.

Student is responsible to make an appointment for this meeting. Location of this meeting: Wageningen University (if necessary, online via Teams).

You are free to invite your host-supervisor to the conversation, but it is not mandatory.

2. Oral presentation and evaluation

At the end of the internship period you should give an oral presentation for the host organization in the presence of (in any case) the daily supervisor of the host organization and the WU-internship coordinator.

You are responsible to make an appointment for this meeting with both. Location of this meeting: at the floor of the host organization (if necessary, online via Teams).

P.S. When doing an internship abroad the procedure will be different. In that case you discuss the approach with the WU-internship coordinator.

Educational activities

During your internship you are employee on an academic level, and you work according to the company's guidelines. The employer determines your daily activities.

Your internship should be concluded by writing a report about the results of your internship project(s) and about your personal development and learning outcome (self-reflection). Below, on 'Portfolio of Deliverables', you find more information on the content of your internship report.

Portfolio of Deliverables

The Portfolio of Deliverables is basically a report containing a concise description of:

- the host institution,
- the projects in which you participated
- your role/ contribution within these projects
- your critical reflection on these projects, including discussion and conclusions
- the research you did within the context of projects (how you bridge the gap between scientific knowledge and practice)

The language of the report is Dutch or English. It is determined by supervisor of the host organization.

The report will be confidential. It may only be read and filed by the host institution and the WU supervisor and examiner.

Date of submission will be determined by consultation with the WU-internship coordinator.

Academic essay

Depending on the nature and goals of the internship activities, an additional essay may be necessary to be able to contribute to the academic level of the internship. That may be the case when the internship is primarily directed at cooperating in 'practical' projects (such as environmental impact statements, zoning plans, policy documents and the like). In that case it may be necessary to work on an 'academic essay' as part of the internship. In that essay you analyse and or reflect on a specific theme concerning the projects of your internship. The essay should be clearly written in English, well founded, contain sufficient references to relevant literature and be between 5 and 10 pages.

Contact the WU-internship coordinator to discuss if this applies to your internship.

Self-reflection

The personal reflection report should describe your development during the internship and your goals for further development. Here the students are asked to reflect on the learning outcomes of the internship.

Questions on the learning outcomes you have to answer are questions, like:

- What were the most important learning outcomes for you?
- Did you realize the (expected) learning outcomes?
- What activities did you perform to attain these learning outcomes?
- How do you evaluate your performance on these activities?
- What are your feelings on your performance on these activities?
- Could you have done things in another way and if so how?
- What did you experience as your strong and weak points in this working environment?
- How can you improve your weak points?
- What gaps do you identify in your knowledge and skills in your professional development?
- How can these gaps be filled in during the remains of your study?

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- What was the contribution of results to the goals of the organization/the larger project the internship was a part of?
- What was the role or contribution in your project(s)?

The self-reflection report must be written in English. This report will be confidential. It may only be read and filed by the WU supervisor and examiner.

Date of submission will be determined by consultation with the WU-internship coordinator.

Assessment of the internship

The final grade of the internship will be based on:

- Evaluation by host organization
- Portfolio of Deliverables
- reflection paper on learning goals/ learning outcomes.
- Final oral presentation and defence

Evaluation by host organization

The supervisor of the host organization receives the evaluation form (word-document) from the student or from the WU-internship coordinator (see figure 1 for a screen print of the evaluation form). The supervisor of the host organization evaluates the performance and provides advice about the mark during the evaluation at the end of the internship.

Wageningen University is responsible for the final grading with a mark. The WU-internship coordinator will take the grade advices from the internship supervisor into account seriously. However, the final grade advice from your host supervisor might differ from the mark given by the WU-internship coordinator or examiner due to differences in expectations and assessment of your work between the supervisors and differences in grading levels between organizations and countries.

For the determining of the final grade the internship coordinator of Wageningen University will use different forms for a student Landscape Architecture (see figure 2 below) and a student Spatial Planning (see figure 3 below).

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) traveller's accidents and luggage insurance if they go on an internship abroad. For more information about this insurance go to the Student Service Centre (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 and travel funding see the following websites:

- <https://www.wur.nl/en/article/Exchange-Administrators.htm> / www.wur.eu/grant-internship

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- <http://www.beursopener.nl/content/index.asp> (unfortunately in Dutch only)
- <https://www.wur.nl/en/Education-Programmes/master/Study-grants.htm>
- <http://www.wageningenur.nl/en/Education-Programmes/Current-Students/Travel-Funding.htm>

Checklist for organizing an internship

For all internships:

- o Consider your professional and personal learning objectives
- o Search and apply for a suitable / interesting internship position at a host organization
- o Discuss your intentions with the intended supervisor of the company
- o Arrange an appointment with the WU-coordinator/ supervisor for the approval of your Internship plan
- o Fill in the Wageningen University Internship Contract and Learning Agreement in collaboration with the Wageningen University coordinator and the internship supervisor on behalf of the host institution
- o Arrange signatures (from host supervisor, from WU-coordinator/ supervisor and yourself)
- o Hand in the Wageningen University Internship Contract and Learning Agreement at the WU coordinator for approval
- o If applicable, fill in the internship contract of the host institution
- o Organize a mid-term evaluation at Wageningen University with the WU coordinator (when abroad: different approach!)
- o Organize an oral presentation and evaluation with both supervisors at the host institution
- o Send in your internship products

For internships abroad:

- o If possible, apply for grants and travel funding
- o Arrange proper insurances
- o Make sure you have the right vaccinations for the country you are travelling to
- o Apply for a visa
- o Arrange tickets
- o Arrange housing
- o 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)

Evaluation- and Final Assessment form

Screen-print Appendix B MSc Internship Host evaluation form

Wageningen University
MSc-Internship Host evaluation form

Report of the final evaluation meeting at the end of the internship period

Name student:	Registration number:
Company/Organisation:	Name supervisor(s):
Date of final evaluation meeting:	Email address:

- 1. The task(s) of the student during the internship period**
- 2. The results of the work during the internship period**
short description of results, confidentiality, oral and written reporting
- 3. Performance of the student during the internship period**
pro-activeness, interest, responsibility, independency, punctuality, cooperation, etc.
- 4. Judgement on the student from the internship supervisor**
Please mark a category, if possible, the personal skills mentioned below. For a description of the marks within these categories use the rubric in Appendix A.

	2-3	4-5	6	7	8	9-10
Assessment of professional skills						
Initiative and creativity						
Insight in functioning in the organisation						
Adaptation capacity						
Commitment and perseverance						
Independence						
Handling supervisor's comments and development skills						
Time management						
Assessment of design competences*						
Architectural composition						
Creative thinking that expresses, leads, or predicates the design						
Conceptual strength						
Assessment of presentation skills						
Presentation; graphs, structure						
Oral presentation and defence						

*group of criteria for Landscape Architecture Internships only

Internship supervisor Student Wageningen University

Date: _____

Figure 1. Evaluation form to be completed by **supervisor of the host organization**

(The original Word-document of this form will be available after the mid-term meeting with WU-internship coordinator).

Screen-print Final Assessment Form MSc Internship Landscape Architecture		Mark 1-10	weight*
21			
22	A Professional skills (20-50%)*		35%
23	1 Initiative and creativity		0.0
24	2 Insight in functioning of the organisation		
25	3 Adaptation capacity		
26	4 Commitment and perseverance		
27	5 Independence		
28	6 Handling supervisor's comments and development skills		
29	7 Time management		
30			
31	B Report internship (20-50%)*		25%
32	1 Formulation goals, frame work project		0.0
33	2 Theoretical underpinning, use of literature		
34	3 Use of methods and processing data		
35	4 Reflection on results		
36	5 Conclusions and discussion		
37	6 Fluency of language and writing skills		
38			
39	C Design competences		20%
40	1 Architectural composition		0.0
41	2 Creative thinking that expresses, leads, or predicates the design		
42	3 Conceptual strength		
43			
44	D Self reflection on internship (10-30%)*		10%
45	1 Report on self reflection		0.0
46			
47			
48	E Presentation (5%)*		5%
49	1 Presentation: graphs, powerpoint		0.0
50	2 Oral presentation and defence		
51			
52	F Examination (5%)*		5%
53	1 Defence of the report		0.0
54	2 Reflection on the internship		
55			

Figure 2. Final Assessment Form for **Landscape Architecture** students, to be completed by the WU-internship coordinator

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Screen-print Final Assessment Form MSc Internship Spatial Planning				
			Mark 1-10	weight *
21				
22	A Professional skills (20-50%)*			35%
23	1 Initiative and creativity			
24	2 Insight in functioning of another organisation			
25	3 Adaptation capacity			
26	4 Commitment and perseverance			
27	5 Independence			
28	6 Handling supervisor's comments and development skills			
29	7 Time management			
30				
31				
32	B Report internship (20-50%) *			35%
33	1 Formulation goals, frame work project			
34	2 Theoretical underpinning, use of literature			
35	3 Use of methods and processing data			
36	4 Reflection on results			
37	5 Conclusions and discussion			
38	6 Fluency of language and writing skills			
39				
40	C Self reflection on internship (10-30%)*			20%
41	1 Report on self reflection			
42				0.00
43				
44	D Presentation (5%) *			5%
45	1 Presentation: graphs, powerpoint			
46	2 Oral presentation and defence			
47				0.00
48	E Examination (5%) *			5%
49	1 Defence of the report			
50	2 Reflection on the internship			
				0.00

Figure 3. Final Assessment Form for **Spatial Planning** students, to be completed by the WU-internship coordinator.