**Internship at the Agricultural Economics and Rural Policy Group**

Internship coordinator dr. Jack Peerlings

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 Jack Peerlings (jack.peerlings@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 Group is compulsory.

1. **Internship contract and learning agreement**

Please use the Wageningen University internship contract (appendix A) and learning agreement (appendix B). 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 internship supervisor, and an official representative of Wageningen University, 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.

**Appendix A: Wageningen University Internship Contract**

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| This Internship Contract serves to lay down the agreement on the internship between the student, the employer and the university.Signed copies have to be sent to the student and his/her study adviser, the supervisors on behalf of the employer and university.  |

**Internship contract (hereinafter: “the Contract”)**

**Parties:**

**Student**

|  |  |
| --- | --- |
| Last name: |  (hereinafter: “the Student”) |
| First name: |  |
| BSN (‘sofinummer’): |  |
| Date of birth: |  |
| Place of birth: |  |
| Address: |  |
| Postal code and town: |  |
| Telephone number: |  |
| Nationality: |  |

**Internship provider**

|  |  |
| --- | --- |
| Name: |  (hereinafter: “the Employer”) |
| Address: |  |
| Postal code and town: |  |
| Country: |  |
| Represented by: |  |
| Email representative: |  |

**University**

|  |  |
| --- | --- |
| Name: | Wageningen University (hereinafter: “the University”) |
| Address: | Post office box 9101 |
| Postal code and town: | 6700 HB Wageningen |
| Country: | The Netherlands |
| Chair group: |  |
| Represented by: |  |
| Email representative: |  |

Where:

1. the Student is registered at the University based on a teaching agreement;
2. an internship is part of the master programme:

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Article 1.

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| --- | --- | --- | --- |
| The internship will start on |  | and will end on |  |

The Employer shall offer the Student the opportunity to have an internship at its offices /premises. The Employer shall only assign those tasks to the Student that have a clear relationship with the objectives of the internship as described in article 2.

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The internship shall be at (place of work).

The time to be spent at the work placement is in accordance with normal full time working hours, except if agreed otherwise and not contrary to youth employment legislation.

Article 2.

The subject/topic of the internship is titled:

………………………………………………………………..

The university code of the internship is:

………………………………………………………………….

The internship programme (description of the project) is attached as annex 1 to this Contract.

This programme may be changed from time to time pursuant to a written agreement between the Employer, the University and the Student.

In a Learning Agreement, attached as annex 2 to this Contract, the Student and the (supervisor of the) University have set out the arrangements made in respect of the learning outcomes and the assessment of the internship.

Article 3.

The internship supervisor on the side of the Employer is:

………………………………………………………………

Article 4.

The supervisor[[1]](#footnote-1) on the side of the University is:

……………………………………………………………..

Article 5.

The Student shall write a report and a self-reflection paper (that can be included in the report or a separate paper) at the end of his/her internship. Moreover, the Student shall give a final oral presentation about his/her internship at the University and/or (if agreed so) at the work placement. The Student shall send the University a report and reflection paper, and (if applicable) a PowerPoint paper of his/her presentation at the work placement.

Article 6.

The Employer internship supervisor shall fill in an evaluation form on the performance of the Student. The final assessment and grade is the responsibility of the University supervisor and examiner.

Article 7.

The Student shall meet the requirements of the Employer regarding safety, health, labour hours/ holiday and confidentiality, etc. If requested by the Employer, the Student and the Employer shall conclude a secrecy agreement, provided however that the Student always retains the right to present the results of his/her internship as described in article 5. In the event of a conflict between the terms of such secrecy agreement and the terms and conditions of this Contract, the latter shall prevail.

Any intellectual property rights being the results of the internship will belong to the Employer. However, the Student has always the right to publish these results as described in article 5. In the event that (part of) these results must be kept confidential for reasons of vesting an intellectual property right in the name of the Employer, the latter may request that dissemination of the relevant results occurs in a closed assessment meeting.

Article 8.

The Student must inform both supervisors on absence and return from absence.

Article 9.

In the performance of the activities being part of the internship, neither the Student, nor the University will be liable towards the Employer and/or any third party for any damage or loss, except when the Student is liable for damage or losses being the result of wilful conduct or gross negligence.

The Employer shall indemnify and hold the Student and the University harmless for third party claims in respect of direct and indirect damage and losses.

The Employer shall take care of an adequate insurance of the Student similar to the one in place for employees.

The University has taken out a liability insurance policy which covers liability (if any) for both the University and the Student.

Article 10.

The Employer is responsible for withholding (income) taxes and premiums for social security and premiums where applicable, and shall indemnify and hold the Student and the University harmless for third party claims to that extent.

Article 11.

In case of accidents either at work or on the way to or from work, the Student shall immediately inform the University supervisor.

Article 12.

The Student receives a gross allowance of monthly

at a fulltime workweek: € ………..

The allowance for travel is: € ………..

The holiday allowance is: € ………..

Other allowances € ………..

Article 13.

This Contract will terminate automatically:

1. at the end of the internship period as referred to in article 1;
2. at the moment that the Student is no longer registered as a student of the University;
3. upon mutual written consent between the Student, the Employer, and the University.

Article 14.

The Employer may terminate this Contract early after consultation with the Student and the University if the Student does not perform pursuant the terms of this Contract, more specifically if the Student acts in violation with the rules as referred to in article 7, provided however that the Employer has issued a prior written warning to the Student.

Article 15.

In case of conflicts, the Student shall try to resolve the problem with the Employer supervisor. If they do not reach a solution of the problem(s), it will be discussed with the University supervisor.

Article 16.

This Contract is governed by Dutch Law. General terms and conditions of the Employer, whatever named, shall not be applicable to this Contract. Disputes will be amicably settled between the Parties. If an amicable solution cannot be reached, the Civil Court in Arnhem, the Netherlands, will be the competent court

Agreed and signed by

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer |  |  | Student  |  | Wageningen University |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |
| Place: |  |  |
| Date: |  |  |

**Appendix B: Wageningen University Learning agreement**

Internship description:

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The specific learning outcomes for this internship are:

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The requirements for the internship report are:

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The form Assessment internship Wageningen University will be used. The percentages used in the assessment form will be:

|  |  |
| --- | --- |
| **Learning outcomes (assessment criteria)** | **percentage** |
| A. Professional skills (20 – 50%) | 40 |
| B. Report internship (20 – 50%) | 40 |
| C. Self-reflection on internship (10 – 30%) | 10 |
| D. Presentation (5 – 10%) | 5 |
| E. Examination (5 – 10%) | 5 |

Agreed and signed by

|  |  |  |
| --- | --- | --- |
| Student |  | University supervisor |
|  |  |  |

1. This can be another staff member than the representative of the Chair Group. [↑](#footnote-ref-1)