



MSc Internship Course Guide, Cultural Geography Group (GEO)
version 1.6.21

- Part A: information about MSc internships
- Part B: steps and timeline of internship

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Part A: Information about MSc internships

1. General information

This internship guide describes the general internship procedures for Cultural Geography Group (GEO). The internship course guide is meant for staff and students. It includes information about the goal of MSc internships, the necessary procedures before starting and during the internship, as well as the assessment procedure.

GEO offers *research internships* and *professional internships*. In a *research internship*, you work on a single research project that is completed with a research report. In a *professional internship*, you contribute to different projects. You complete the professional internship with a set of deliverables (see Chapter 4) and a context report.

Please note: A separate course guide applies to the *Research Practice*. This is a thesis-like project with additional learning outcomes and related assessment criteria that – depending on the programme and individual arrangements made with the Examining Board – may be done instead of an internship.

Course profile

During an internship, you put your acquired knowledge and skills into practice while gaining relevant work experience at an academic level. The aim of the internship is to apply knowledge and perform skills in a potential future work field, for example in a company, a public institution, a research organisation, another university, or a non-governmental organisation.

Please note that your internship must always be approved by your GEO supervisor and/or the internship coordinator before you make arrangements with an organisation or travel abroad.

Language: English
Credits: 24 ECTS*
Period: The start date of your internship is determined in consultation with your supervisors

* Only in consultation with your MSc programme study adviser and the GEO internship coordinator can you extend the length of your internship to a maximum of 36 credits. You should discuss extensions before you start the internship, and an extension of the internship should be accompanied by an extension of the personal learning goals. You should be able to complete the internship report within the internship period; depending on the internship, you should finish your work at the internship provider earlier in order to complete the report.

You should spend 28 hours for each EC (672 hours for a 24 EC internship: 16 weeks of 42 hours, or nearly 17 weeks of 40 hours). We expect you to work a fulltime workweek at the internship provider, according to their working times. The workweek at an internship provider is mostly shorter than 42 hours, which means that you should budget the time spent on research and reflection reports into the amount of time you have for internship each week. If you work less than fulltime at your internship provider, your internship

duration should be extended to get the corresponding number of credits. Finally, you should be officially registered as a Wageningen University MSc student.

Learning outcomes

After the successful completion of your MSc internship, you are expected to be able to:

1. Evaluate career interests and ambitions in relation to the internship project and reflect on professional ambitions and capabilities.
2. Perform a set of general professional skills at Master's level.
3. Transfer knowledge acquired during MSc education to a professional context and conduct work tasks and projects at the level of an MSc graduate.
4. Evaluate the scientific and societal context and relevance of the internship project tasks.
5. Define personal learning goals, which could include domain-specific skills, and reflect on development therein.

Ad. 5) In addition to the above-mentioned learning outcomes, you should formulate three to six *specific personal learning goals* in consultation and agreement with your GEO supervisor.

For example, you may want to formulate personal or technical skills that you would like to acquire or expand during your internship. Make sure your personal learning goals are formulated properly by making use of the guidelines in Appendix I.

Examples of personal learning goals are:

- I accept and implement feedback.
- I work professionally and can deal with a tight time schedule without getting stressed.
- I am able to express my point of view in a professional setting.
- I am able to plan and run workshops independently.
- I develop good participation as a team member and build a professional network
- I develop career awareness relative to the field of responsible and sustainable tourism operation

Criteria for internships

The internship at the Cultural Geography Group (GEO), Wageningen University (WU) should have certain characteristics and fit an academic career path. Whether it is a research internship or a professional internship, the internship needs to meet the following requirements:

- Your work at the host organization should have relevance for the domain of tourism/leisure studies and/or cultural geography.
- Your tasks during the internship require academic level of thinking (i.e. the internship needs to include one or several content driven assignment, such as working on a research project or producing a policy document, a communication plan, an evaluation report, a design, or education materials based on research conducted as part of the internship).
- Your internship reflects the desired level of a Wageningen graduate (i.e. it needs to be at an appropriately academic level, see the Rubric in the assessment form, available on Brightspace).
- Your supervisor at the host organisation works at an academic level or is equipped to provide you training on necessary skills to successfully perform internship tasks.

2. Preparation for the internship

The supervision of your internship is the responsibility of a Wageningen University chair group, in this case the Cultural Geography Group (GEO).

People involved in your internship

- The *internship coordinator* is the contact person within GEO. The internship coordinator appoints a supervisor from within the chair group. Your GEO supervisor approves and signs your internship contract before you submit the contract. Once a contract is submitted, the internship coordinator will check and sign it.
- The *host supervisor*¹ is your supervisor on behalf of the internship provider. They will guide you through your daily activities and give feedback on your performance. Preferably, your host supervisor is a university graduate. If not, they should at least work at an academic level. Your internship organisation determines who your internship supervisor is. Your host supervisor will have an advisory role in the assessment of your internship, usually regarding your performance and oral presentation.
- The *GEO supervisor* advises and supports you before the start of the internship by supervising the completion of the contract and the Learning Agreement (defining specific personal learning goals, etc). You will discuss the progress of your learning process with the GEO supervisor during the evaluation moments and can contact your GEO supervisor for advice or in case of difficulties. Your GEO supervisor also supports you at the end of the internship by giving you feedback on the final reports. Finally, your GEO supervisor is involved in the assessment after completion of the internship as the first assessor.
- A GEO staff member will act as the *examiner*—a second assessor of your internship. This examiner and your GEO supervisor are responsible for the final grading of your internship. The examiner will grade the assessment items as specified in Chapter 5 and determine the final grading in consultation with your GEO supervisor. (The internship coordinator is responsible for examining 25% of all internships in GEO to ensure the quality of internship assessment.)

How to find an internship

Finding an internship placement is the student's responsibility, though GEO can provide some help. Internship vacancies are sent out to registered students. Moreover, you can discuss internship options with GEO's internship coordinator and potential supervisors.

In general, you can take the following steps:

- Discuss the planning of your Master's programme, including your internship, with your study adviser. Consult your study adviser and GEO's internship coordinator for tips regarding looking for and finding an appropriate internship, as well as available internships at GEO.
- You should start searching for an internship at least three to six months in advance, and at least six months in advance if you plan to do your internship abroad. Before first looking for potential internships, ask yourself what you would like to learn during your internship, ask fellow students about their internship experiences, ask

¹ In the internship contract, the host supervisor is indicated as 'internship supervisor' and the internship coordinator is indicated as 'university mentor'.

lecturers for contacts, read professional journals, or search the internet to find names of possible internship providers. The study advisor and student career services also receive vacancies for internships. On the WU-website, you can find several databases with internship opportunities.

Contract, Learning Agreement and Internship Plan

Before the internship starts, you, the host supervisor and your supervisor from GEO have to agree on the formalities of your internship. These agreements need to be stated in the *Internship Contract*. It is your responsibility to ensure that you and your host supervisor sign the contract in time. As mentioned earlier, your GEO supervisor then approves and signs your internship contract before you submit the contract. Once a contract is submitted, the internship coordinator will check and sign it.

In addition, you and your GEO supervisor have to make agreements related to your learning process during the internship. These agreements are written down in the *Learning Agreement*. In the Learning Agreement, you must describe your internship research assignment in detail, based on the agreements concerning the content of your internship made between you, your host supervisor and your GEO supervisor.

Internship Contract

The WU Internship Contract (see overview of downloads in Appendix IV) is the preferred contract to use for your internship. However, if the internship provider requires you to fill in their own contract, then please use the checklist found in Appendix II to check for tips and potential bottlenecks related to the internship contract. It also includes guidelines for a separate NDA (Non-Disclosure Agreement), if applicable.

Use the internship contract to record agreements concerning confidentiality and data management.

A non-WU internship contract requires an extra check with the legal services of the specific science group (ESG) that GEO belongs to. Contact GEO's internship coordinator if a non-WU internship contract is used. You should factor in about two extra weeks for this check.

Learning Agreement

The *Learning Agreement* (see overview of downloads in Appendix IV) contains a description of the internship assignment, your personal learning goals, the agreement on supervision, planning, evaluation moments, the academic relevance of the internship (how the content of the internship fits in the domain of tourism/leisure studies and/or cultural geography) and (if applicable) risk assessment. For academic relevance, you may use the learning outcomes from your study programme or courses within the programme to fashion a brief written justification about how your internship will engage with some of those learning outcomes. You and your GEO supervisor must sign the learning agreement.

Students from non-EU countries may face problems with immigration rules if they are planning to do an internship in an EU country other than the Netherlands. In the Netherlands, a tripartite contract is necessary (a requirement of the IND; a tripartite contract is signed by the internship provider, the representatives of the chair group (the supervisor and the internship coordinator) and the student). If a tripartite contract has been arranged and signed, non-European students do not have to apply for a working permit.

In other EU countries, you may need other documents, like a working permit. If so, it could be impossible to do your internship, due to time consuming procedures. You may need a letter from our University stating that you are registered as student at the University and that the internship is a compulsory part of your study programme. If you need additional support, please contact your study advisor. Furthermore, it is advisable to contact the specific Embassy to check which documents are necessary.

Further information on WU travel policy, insurance and grants

Travel policy for students

Are you planning to travel abroad or, as an international student, are you temporarily travelling back home in the context of your studies at Wageningen University & Research? Find out in good time whether this trip concerns a **risky area** (source: Dutch Ministry of Foreign Affairs). If so, you will have to receive permission. In that case, you should submit a **travel request** together with your GEO supervisor and internship coordinator.

You will need to complete a form that also functions as a checklist to ensure that you are well-prepared for your trip. This checklist includes precautions – both mandatory and otherwise – such as travelling together with a student who is already familiar with the area, (additional WU) insurance, safety training, registration in Kompas (Foreign Affairs) and recommended vaccinations. You can find the form on the website mentioned below.

For current information on travel policy WU, check the website:

<https://www.wur.nl/en/Education-Programmes/Current-Students/Travel-policy-for-students.htm>

Travel Insurance

Students participating in internships and/or conducting thesis work abroad as part of their study programme at the University are covered by the collective travel insurance of Wageningen University & Research. You do not need to pay to make use of this collective travel insurance. More information you can find here (heading Collective Travel Insurance):

<https://www.wur.nl/en/Education-Programmes/Current-Students/Insurance.htm>

Grants

There are some possibilities to apply for grants if your thesis, internship or research practice takes place in a foreign country, but most times the chance to receive a grant is small. For information about grants, see the following websites:

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

Approval for starting the internship

Your internship is approved when:

- The GEO internship coordinator appoints a supervisor for your internship and grants you access to Thesis and Internship Cultural Geography Brightspace.
- You have a signed internship contract. After you and the internship host agree on the content of the contract, the GEO supervisor approves and signs your internship contract. This includes checking that your internship is at an appropriate academic level (see the criteria for internships in Chapter 1). You submit the contract signed by yourself, the

internship host and your supervisor. The internship coordinator will do a final check of all contracts submitted by students and sign these contracts.

- You agree to remain registered as an MSc student at Wageningen University for the duration of your internship.

Please note that the Learning Agreement is often not signed before the start of the internship, but will be completed during the first two weeks, especially when information from the host supervisor is required.

3. During your internship

Supervision

During your internship, you will have two supervisors: the host supervisor and the GEO supervisor. The host supervisor is your daily supervisor. Your GEO supervisor will have at least four contact moments: at the start, at the progress evaluation meeting, when discussing the draft report(s) and in the assessment of the internship. At the start of the internship, you should agree with your host supervisor and your GEO supervisor the number and frequency of contact moments and means of feedback. You are advised to include such agreements in the Learning Agreement (under '6. Other agreements:').

At the start of the internship, you and your supervisors discuss how your internship will contribute to a future career, your personal learning goals for the internship and how you will achieve those goals.

During the internship, your GEO supervisor plays a coaching role for you and an advisory role for you and the host supervisor. You are expected to keep your GEO supervisor informed of the progress and to ask for advice and feedback. Do not hesitate to contact your GEO supervisor if you encounter problems during the internship or you feel that your expectations for your learning have not been met.

Towards the final stage of the internship, your GEO supervisor will read and provide feedback on your draft report(s).

In the final stage of the internship, your GEO supervisor will assess your internship outcomes. You and your GEO supervisor will have a final discussion on your reflections on your strengths and weaknesses in relation to your career ambitions, and the contribution of your internship experience to the learning outcomes of the programme and your personal learning goals.

Progress evaluation and communication

For a successful internship, it is important that you discuss progress during your internship with both of your supervisors. In addition to regular meetings with your host supervisor, a progress evaluation meeting needs to be organised with your GEO supervisor to discuss your progress and performance so far. In preparation to this meeting, you and your host supervisor complete the Progress Evaluation Form (see Appendix III). You ask host supervisor for specific feedback and send the form to your GEO supervisor.

The progress evaluation meeting should normally take place within 6-7 weeks after the start of your internship. It is important that you take initiative to arrange the meeting with the GEO supervisor by sending the progress evaluation form in time and agreeing on the time of the meeting. During the progress evaluation meeting, all aspects of the internship project at that point are discussed (i.e. internship plan, supervision, performance). The principle of two-way feedback applies to the progress evaluation: if you have experienced any shortcomings in your supervision, then this is a good moment to discuss them and make agreements on potential improvements.

In case of severe problems regarding your dedication, skills, knowledge or communication, your GEO supervisor, in discussion with you and your internship host, may decide to terminate the internship project. The outcome of the evaluation will be registered in OSIRIS afterwards. When needed, a GEO examiner (the internship coordinator or another member of staff) can be involved in the decision of terminating the internship project.

The internship assessment form and rubric are used for evaluating your progress and provide a clear picture of what is going well and where improvement is needed. If the desired level of progress has not been achieved as planned, due to reasons beyond your control (e.g. illness, problems in supervision), the planning of the rest of the project may need to be adjusted, and new, feasible end goals defined.

4. Internship activities

You may opt for an internship at a research organisation, a research unit at a company, or an internship at a government or non-governmental organisation. Keep in mind that different internships may result in different products and outcomes, but they also have different contractual agreements (think about confidentiality issues and legal issues). In case of issues with contracts, you can contact the internship coordinator, as explained in Chapter 2.

Project assignment and activities

There is much variety in the assignment and activities of internships. In a research internship, your assignment and activities will usually be related to one specific research assignment that you should complete during the internship. The important thing is that you complete the project assignment(s) and activities to the best of your abilities. Development of professional skills and attitude and the relevance of your contribution for the internship provider are core elements in the evaluation of your performance. Additionally, throughout the internship, you should be working on your personal learning goals.

Oral presentation

During the oral presentation, you present the results of your internship to the internship provider, your GEO supervisor and the examiner (the internship coordinator or another GEO member of staff). Discuss with your internship provider and your GEO supervisor what you should present and the format of your presentation. You may also be asked to present the results to other co-workers at the internship organization.

Project report

- If the internship consists of several interlinked projects, the product can be a *set of deliverables* that you, your internship provider and the GEO supervisor agree on (such as transcripts, observation notes, a process portfolio, etc.) plus a *context report*. The set of deliverables should provide an overview of the products created during the different projects, while the context report should contain a description of the assignments, the scientific context of the internship, an overview of the internship activities and a reflection on the products, the usability for the organisation and academic relevance (see the Learning Agreement and the Rubric in the assessment form, available on Brightspace).
- In case of a research driven internship, the report can be a *research report*. The research report addresses (at minimum) the description of the research assignment, the scientific context of the internship, research methods, results of the assignment, conclusions and a discussion (see the Rubric in the assessment form, available on Brightspace).

Reflection report

The reflection report should be usually between 7-15 pages. This report is a personal reflection on the **academic and professional skills** that you were able to apply or learn during the internship, the general and personal learning goals that have been achieved (or are still to be achieved) and on the contribution of your internship to your career. Please note that your reflection report, together with your host organization supervisor's evaluation, will be used to aid the GEO supervisor's assessment of your internship performance. In addition, your reflection report itself will receive a pass/fail grade (see also Chapter 5).

The reflection report should include the following sections:

- Section 1: Motivation for the internship and how the internship fits in the domain of tourism/leisure studies and/or cultural geography.
- Section 2: A reflection on your personal learning goals, as set out in the Learning Agreement. Use concrete examples to illustrate the ways in which you have worked towards your personal learning goals and the outcomes.
- Section 3: A reflection on your internship performance based on **nine items under 'Performance' in the Rubric** (see Chapter 5 and assessment form, available on Brightspace):
 - 1) Independence, initiative and creativity,
 - 2) commitment, perseverance and adaptivity,
 - 3) receiving and providing feedback,
 - 4) development of knowledge and skills,
 - 5) time management,
 - 6) performance on research/project tasks,
 - 7) transfer of (prior)acquired knowledge to the professional context of the internship,
 - 8) execution of advanced work tasks in the projects, and
 - 9) execution of research / quality of products.
- Section 4: A reflection on the relation between your internship and your potential professional career and future work field.

At GEO, we advise you to keep a diary – called a 'week book' – in order to record:

- each week's main activities;
- the way in which activities were carried out;
- concrete examples of the ways in which you have been confronted with challenges or gained insight during the process of realizing your personal learning outcomes.

This 'week book' should provide you with rich material for the final reports.

You will hand in your two reports as soon as possible, at least ten working days before the oral defence. You will get at least one possibility to discuss the draft report with your GEO supervisor before you hand in the final report.

Oral defence

After completion of your internship, there is an oral defence of your project and reflection report with your GEO supervisor and the examiner of your internship. The discussion focuses on the contents of the internship, in which your knowledge, understanding, insights, as well as creativity and scientific attitude are evaluated. You are expected to be able to place your results and conclusions in the wider context of the field of science and to indicate the possibilities for putting your findings into practice. The oral defence will usually take place ten working days after you submitted your reports to the supervisor and the examiner. You must take initiative in making an appointment for the oral defence.

5. Completion of the internship

Assessment of the internship

The assessment strategy below shows the relation between the learning outcomes and the different parts of the assessment. There are no minimum grades for the assessment categories for the internship, but you need a pass for the reflection report in order to get a sufficient mark for the internship. See Chapter 2 for a further explanation on the roles of host supervisor, GEO supervisor and GEO examiner in the assessment.

		Assessment categories				
		Performance	Project Report	Oral presentation	Oral defence	Reflection report
Weights	Description					
	% of grade	50%	40%	5%	5%	pass/fail
Learning outcomes	1 Evaluate career interests and ambitions in relation to the internship project and reflect on professional ambitions and capabilities.	x				x
	2 Perform a set of general professional skills at Master's level.	x	x	x		
	3 Transfer knowledge acquired during MSc education to a professional context and to conduct work tasks and projects at the level of an MSc graduate.	x	x	x	x	
	4 Evaluate the scientific and societal context and relevance of the internship project tasks.		x		x	
	5 Define personal learning goals, which could include domain-specific skills, and reflect on development therein.					x
Assessors	Host supervisor (advice)	x		x		
	GEO supervisor (grade)	x	x	x	x	x
	GEO examiner (grade)		x	x	x	x

A rubric is used for feedback and grading (see the assessment form on Brightspace and Appendix IV). The assessment of the host supervisor is communicated to the GEO supervisor using the **MSc internship evaluation form host supervisor**. **Your GEO supervisor and the examiner are responsible for the assessment and final mark. Please note that besides receiving a pass/fail grade, your reflection report will be used in addition to your host**

organisation supervisor's evaluation in the GEO supervisor's assessment of your performance.

The advice from the host organisation supervisor might differ from the mark given by the GEO supervisor and examiner due to differences in expectations and evaluation of students' work between the supervisors and differences in grading levels between the organizations.

At the end of the internship period, results of all assessments are collected in a final **assessment form** in OSIRIS. The final grade is administered in OSIRIS. In addition, after the examination you will receive the reasoning behind your internship grade, including specific feedback on all assessment categories.

Delay and possibility to resit

The start and end date of your internship are recorded in the Learning Agreement and Internship Contract. There are a number of potential causes for delay in your internship project: force majeure (circumstances beyond one's control), functional disabilities or an insufficient result for your internship.

In case of force majeure, you can discuss an adjustment to your time schedule with your supervisor. Your supervisor can register an adjusted end date in OSIRIS.

In case of functional disabilities or other valid reasons for delay that are known beforehand, those should be mentioned at the start of the course. Your supervisor will only extend the regular duration of the project based on the advice of a student dean.

If you do not manage to complete a satisfactory project and reflection report before the end date recorded in the learning agreement, you may ask your supervisor for an extension of two months. Supervisors will extend the end date if they expect that you will be able to hand in a satisfactory report within these extra months. If you are not able to hand in a satisfactory report within two extra months, your GEO supervisor, in discussion with you and your internship host, can decide that you should start a new internship. This new internship does not necessarily need to have the same supervisor, chair group or be on the same subject. If you do start a new internship, this is still considered as a resit.

If you and your GEO supervisor disagree on your being able to pass the course in two extra months, and you do not get up to two months extension for finishing your internship, you are able to send an appeal to the Examination Appeals Board. Ask your study adviser for advice first in this case; usually there are other possibilities to solve the issue.

Feedback on your internship

Following the assessment, Wageningen University will send you a link to an online evaluation questionnaire. Please complete this, even if your internship project is finished. The results of the questionnaires help us to improve the quality of the internship supervision and organisation, and to identify potential (or actual) problems. The evaluation is anonymous.

Part B: steps and timeline of internship

- 1. Orientation** (at least three to six months before the internship starts)
 - Meet with your study adviser to discuss your study plans, including internship plans.
 - Orientate yourself on possible internships. Make an appointment with GEO's internship coordinator.
 - Prepare a motivation letter and CV (you can contact the Student Career Centre for tips on motivation letter and CVs).
 - Contact potential internship providers.
- 2. Preparation** (after finding a possible internship provider, apply before the formal start of the internship)
 - Check with GEO's internship coordinator who your GEO supervisor will be during the internship.
 - Gain access to Thesis and Internship Cultural Geography Brightspace
 - Discuss the length of the internship with your internship provider and GEO supervisor and register your choice in OSIRIS.

After approval of the academic level of the internship*:

- Discuss the exact internship tasks with the host supervisor and GEO supervisor.
- Complete the Wageningen University internship contract, (see Appendix IV for the download) or the internship contract of the internship provider (see Appendix II for the checklist), in close cooperation with your supervisors. You, the host supervisor and the GEO supervisor should sign the contract before you submit it for the internship coordinator's signature.
- Start to work out your Learning Agreement. Define your personal learning goals (see Appendix I).
- Sign the Learning Agreement with the GEO supervisor (see Appendix III for the download).

*Note: In case of multiple applications, inform other involved internship providers that you accepted a position elsewhere.

- 3. During the internship**
 - Plan evaluation meeting(s) with the host supervisor.
 - Plan the progress evaluation with the GEO supervisor and ask the host supervisor to complete the progress evaluation form in advance.
 - Have the progress evaluation within 6-7 weeks after the start of your internship.
 - Sent regular updates to GEO supervisor about your progress.

- 4. Finalisation**

Four weeks before the end of the internship:

- Arrange a day, time and location for the oral presentation to the internship provider, the GEO supervisor and the examiner. If you and your internship provider decide that you should also present your internship results to the other co-workers at the internship organization, you may arrange either separate presentation sessions or one single presentation, in discussion with your GEO supervisor and the examiner.

- Arrange the final evaluation with the host supervisor (based on the evaluation form, see Appendix IV for the link).
- Communicate with the GEO supervisor about the planning of the reports (of the complete draft versions and complete, final versions for assessment).
- Arrange a day, time and location for the presentation and defence with your GEO supervisor and examiner.

Three weeks before the end of the internship:

- Provide a draft portfolio of products to the internship provider for a check of the correct representation of the organisation and projects, and on confidentiality.

Two weeks before the examination:

- Submit the complete, final project report and the personal reflection report with your student number and internship code to your GEO supervisor and the examiner.
- The host supervisor will send the signed evaluation form of your performance to the GEO supervisor.

During the oral presentation:

- Give a presentation about your internship.

During the oral examination:

- Have an examination with your GEO supervisor and the examiner. Your GEO supervisor may invite your host supervisor to be present at the examination.

After the examination:

- The GEO supervisor and the examiner will register the grade in OSIRIS.
- Store your data in correspondence with the agreements made with your internship provider and your GEO supervisor.

★ Extra steps for internships abroad:

- If applicable: arrange the permission to travel to risk areas (see WU travel policy).
- If possible, apply for grants.
- Make sure you have the right vaccinations for the travel destination(s).
- Arrange proper insurance.
- Timely apply for a student visa, if necessary.
- Arrange travel tickets.
- Arrange housing.
- Fill in the 'OV studentenkaart buitenland' and hand in your OV card to receive a refund of travelling costs (*for Dutch students only*).

Appendices

Appendix I: Guidelines for defining your personal learning goals

Why is it important?

Setting up personal learning goals supports you to focus on your learning process and progress during the internship. These learning goals are the behaviour and knowledge areas that you identify as important for your learning. Your goals should be useful for you, yet they should not be only self-serving. Working on your personal learning goals should enhance your functioning within the internship organisation and result in a higher quality end product. Therefore, it is useful to discuss your personal learning goals with your supervisors. Your previous lectures or peers with whom you have worked during earlier projects might already have some useful feedback that provides you with input for defining your personal learning goals.

How do I define personal learning goals?

For the internship, you need to formulate three to six personal learning goals. These can be, for example, related to your professional career ambitions, specific domain knowledge you want to obtain or specific skills you want to improve. For each learning goal you follow the following steps.

Step 1. Choose elements from the different domains of learning (academic/scientific and social learning), as an inspiration to set up personal learning goals. Choose elements you feel personally motivated to work on in the coming months.

Step 2. Describe the learning goal in general terms in one sentence. Start with 'I' and formulate your goal positively and actively. Describe what you aim for. Make it active in the sense that you state the desired outcome. Do not state what you do not want: state what you want.

For example: 'I accept and use received feedback'.

Or: 'I determine if the tasks, structure and working environment of the internship provider are an appropriate career goal for me'.

Step 3. Create a visual analogue scale from 0 to 5 and define the level of attainment you aim at. A '5' means an optimal performance in relation to the specific learning goal you want to improve. Describe the desired level you are aiming to achieve in a short description. It can be a combination of the three aspects: knowledge, skill and your personal attitude (or convictions).*

Example of the desired attainment level at in case of 'I accept and use feedback'.

'I have an open attitude and pro-actively ask for feedback. Furthermore, I have a conversation about that feedback to truly understand it. Based on this conversation, I design a plan to implement relevant feedback and consciously use that plan during my internship. I welcome feedback from my colleagues and host supervisor. I check with them whether I have improved regarding the feedback they gave me.'

*Generally speaking, learning goals can be divided into three kinds:

- Knowledge: learning to know when and how to apply knowledge.
- Skills: learning to do.

- Attitude: learning to *act* (e.g. related to others and yourself, sense of care, sense of responsibility, integrating values into your own value system).

Some examples of 'knowledge' learning goals include

- To integrate or synthesize knowledge from diverse disciplines, courses and areas of experience
- To apply higher-order thinking skills (critical thinking, analysis, synthesis, evaluation, complex problem solving) to "real world" situations

Some examples of 'skills' learning goals include

- To acquire skills in leadership
- To improve oral and written communication skills
- To improve effective listening skills
- To increase skills for understanding and working with people of diverse backgrounds and cultures and to work effectively within diverse environments
- To develop good participation as a team member and build a professional network

Some examples of 'attitudes' learning goals include

- To develop self-reliance and self-confidence
- To develop and use an ethical perspective
- To develop career awareness

Step 4. Indicate your current level of performance.

Describe your current level of performance regarding the learning goal: assess your own abilities, for example by including elements of knowledge, skills and attitude. It helps you to clarify what steps need to be taken to improve.

Example present performance:

'I am open to receive feedback from most of the involved persons, but only if I trust them. I hardly ask for feedback. I struggle with selecting relevant feedback but do create and partially execute my plan to implement the feedback if it seems relevant to me.'

Step 5. Indicate the way you are going to achieve your personal learning goals. Determine what is reasonable for you to act upon within the coming months. Make sure that you set yourself SMART action points (specific, measurable, acceptable, realistic, well-timed).

Example: Within the forthcoming two months ...

-I will ask the host supervisor and I will look on internet to provide me with elaborate information on receiving feedback and set up my own rules.

-I will practice receiving feedback from my internship colleagues by asking them for feedback about my behaviour.

How to use your personal learning goals

The personal learning goals are the basis for your reflection report (by means of a self-assessment). They are key to your development throughout the internship and will help you to prepare for your future career.

Although setting up personal learning goals helps you to focus on what you want to learn, they should always be related to your functioning at the internship. It is important to realise

that learning goals are not static. You are free to adjust them if necessary, for example during the **progress evaluation** (see Appendix III).

Appendix II: Checklist when other internship contracts are used

Note: using the WU contract form (aligned with all Dutch universities by VSNU) is strongly advised.

1. Make sure that the period of the internship is correctly addressed (start and finish data; no open end).
2. Make sure that your internship assignment is well described and that the plan for the internship (your Learning Agreement) is part of the contract.
3. Make sure that there are clear agreements regarding working hours, facilities and possibilities for leave.
4. Be aware that the author rights of the internship reports belong to you.
5. Be aware that it is clear to whom the intellectual property rights of the outcomes of the internship belong; most likely they belong to the employer.
6. Be aware that the WU is allowed to use the internship reports for accreditation purposes (including confidential reports).
7. Make sure that no penalty clause has been included in the agreement and contact the internship coordinator of the chair group if a penalty clause is part of the contract.
8. Make sure that your internship coordinator has checked the specific agreement before you sign it.

Checklist for a separate NDA (non-disclosure agreement), partly overlapping the checklist above:

1. Make sure you agree upon a certain period of time for the confidentiality.
2. Make sure that your WU supervisor, the examining board, WU examiners and the accreditation panel have access to the confidential part of your report(s).
3. Make sure that no penalty clause has been included in this agreement.

Appendix III: Format progress evaluation MSc Internship

Between eight and ten weeks after the start of your internship, you will be asked to reflect on the progress made in the initial internship plan and formulated personal learning goals, and complete this form together with your host supervisor. You should send the progress evaluation form to your WU supervisor afterwards, to be reflected on during the progress evaluation meeting.

Progress made in project and planning:

Progress made in achieving the personal learning goals:

Impression of your general performance at the internship provider (ask your supervisor and near colleagues):

Strong points:

Points for improvement / to pay attention to:

Topics you are going to work on the forthcoming months:

Overall impression of your internship:

'The student will be able to finish internship satisfactorily'

Yes / No

(If you hesitate to answer this question positively, please contact your WU supervisor within short notice).

Agreed and signed by

Date:

Student

Internship (host) supervisor

Sent to the WU supervisor on (date).

Note: The responsibility of organising a progress evaluation lies with the student. The outcome should be included in the self-reflection report at the end of the internship. In case there are issues regarding the progress or the completion of the progress evaluation form, please contact your WU supervisor.

Appendix IV: Downloads

- **Wageningen University MSc Internship Contract**

The internship contract, developed together with all Dutch universities and supported by the Ministry of Education, Culture and Science, serves to lay down the agreement on the internship between the student, the internship employer and the University.

Signed copies have to be sent to your internship coordinator, the host supervisor (on behalf of the employer) and your WU supervisor.

The actual version of the internship contract is available on the WUR website:

<https://www.wur.nl/en/Education-Programmes/Student-Service-Centre/Show-ssc/Forms-Student-Service-Centre.htm>

- **Wageningen University MSc Internship Learning Agreement**

The actual version of the MSc Internship Learning Agreement is available on the WUR

website: <https://www.wur.nl/en/Education-Programmes/Student-Service-Centre/Show-ssc/Forms-Student-Service-Centre.htm>

- **Evaluation form host supervisor**

The host supervisor will be asked to complete the 'Evaluation form host supervisor' after completion of the internship. The observations in the evaluation form will have advisory status to the supervisor and examiner concerning the assessment. We encourage you to have a look at the form at the start of your project. You can download the most recent version of the form at the Education & Student Affairs SharePoint site: <http://wur.eu/thesis-internship>

- **Assessment form and rubrics**

The WU internship assessment form and rubric will be used to grade your internship after completion. We encourage you to look at the assessment criteria at the start of your project. You can download the most recent version of the assessment form and rubric from the Education & Student Affairs SharePoint site: <http://wur.eu/thesis-internship>

