



# **MSc internship guidelines at HPP**

## **Here is all you need to know**

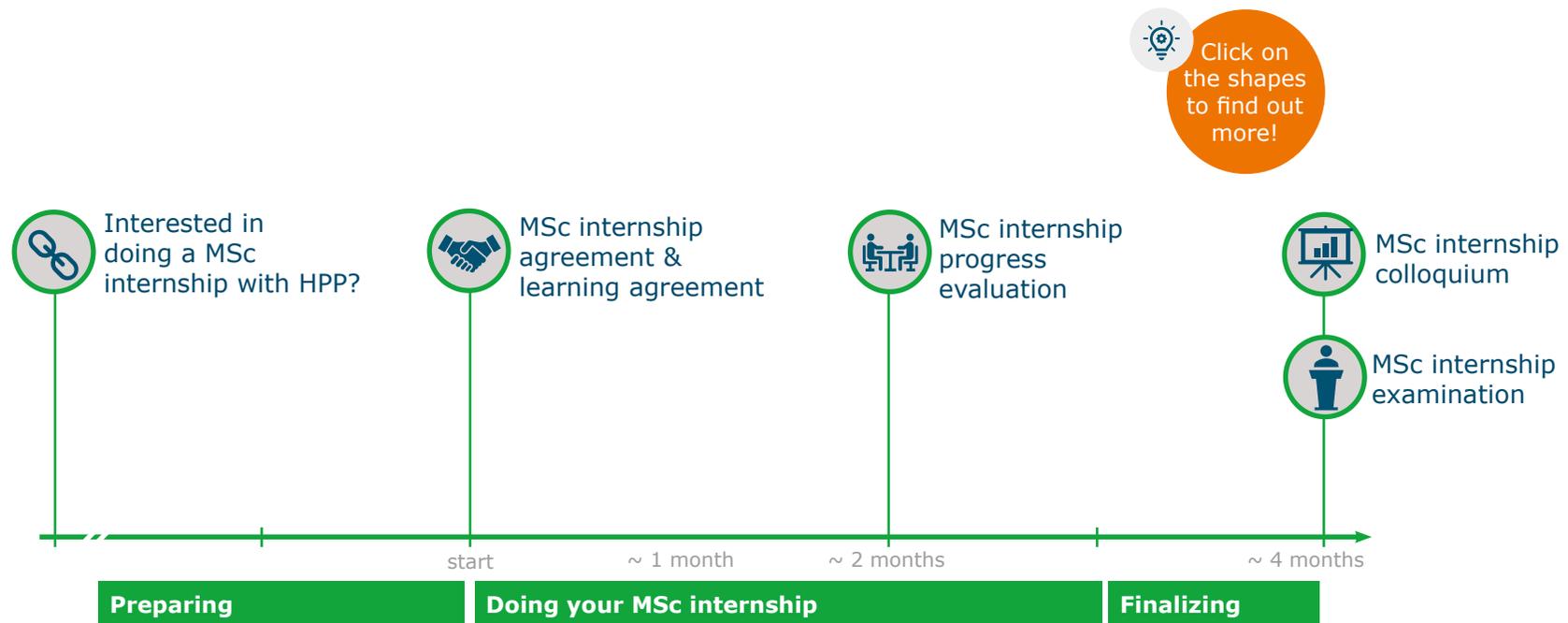
### **Welcome!**

Part A of the MSc internship course guide describes the general procedures at Wageningen University & Research. In this document (Part B), we describe the specific procedures for doing a MSc internship in collaboration with the Horticulture & Product Physiology (HPP) group.

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## Overview of MSc internship guidelines at HPP

In the figure below you can find all information related to doing a MSc internship in collaboration with HPP; from preparing your internship till finalizing your report. Click on the individual topics to be directed to the corresponding information. More information can be found on the HPP website or the HPP Brightspace page.



## Interested in doing a MSc internship in collaboration with HPP?

### When?

We advise you to start orientating yourself at least 3 - 4 months before you want to start your MSc internship.

### How?

Selection of a suitable institute or company for a MSc internship is done by students themselves. Inspiration and suggestions may be obtained from:

- previous thesis experience, fellow students & university staff,
- the internship and thesis projects ([TIP](#)) [database](#),
- from the list of [recent internships](#) at HPP or
- from the [Seed Valley website](#) for internships.

In addition to a daily supervisor from the institute or company, you need to arrange an academic supervisor from HPP. For this, please contact the HPP student coordinator Katharina Hanika ([katharina.hanika@wur.nl](mailto:katharina.hanika@wur.nl)).

## Preparing for your MSc internship with HPP

After finding a host institute/company for your MSc internship, you need to arrange the MSc internship learning agreement as well as the MSc internship agreement. All relevant documents can be found on the [HPP website](#) or on the HPP Brightspace page.

before the  
start of the  
internship

	What	Who
	<b>Learning agreement</b> Fill in the MSc learning agreement in accordance with your supervisor from HPP. The learning agreement needs to be signed by you and your HPP supervisor.	student + HPP supervisor
	<b>Internship agreement</b> Fill in the MSc internship agreement together with your internship supervisor. The internship agreement needs to be signed by you, your internship supervisor and the HPP student coordinator (Katharina Hanika).  Once signed and completed, send <u>both</u> documents to your intership supervisor(s), your HPP supervisor, your study advisor and the HPP student coordinator.	student + HPP student coordinator  student

### Personal learning goals

Setting up personal learning goals supports you to focus on your learning process and progress during your MSc internship. For your Msc internship, you need to formulate a minimum of two personal learning goals. Guidelines for defining your personal learning goals can be found in the MSc internship course guide (Part A, Appendix I).

### Research vs. professional internship

Together with your HPP supervisor, you will decide whether you will do a research or professional internship.

- “In a **research internship**, the student works on a research project that is completed with a research report.”
- “In a **professional internship**, the student contributes to one or more projects. The student completes the professional internship with a set of deliverables and a context report.”

*Note:* The learning agreement and assessment form are the same for a research or professional internship. However, the report requirements and therefore also the rubrics are different.

## Doing your MSc internship with HPP

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### Supervision

Perform your internship activities under the guidance of your internship supervisor and inform your HPP supervisor on the progress on a regular basis. You can schedule meetings with your HPP supervisor when and where needed.

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### Progress evaluation

Between 6 – 10 weeks after the start of your MSc internship, you, the HPP supervisor and preferably also the host supervisor will have a progress evaluation. In this meeting, aspects such as progress and performance are discussed. The outcome should be included in the self-reflection report at the end of the internship.

The progress evaluation form can be found on the [HPP website](#) or on the HPP Brightspace page.

# Finalizing your MSc internship at HPP

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## Final report



Towards the end of your MSc internship you will write your final report. For tips and detailed information on writing, please have a look at the document "HPP writing guide", which you can find on the HPP Brightspace page.

Before handing in your report, you must submit your report for a **similarity/plagiarism check** on Brightspace (go to 'Assessment' > 'Assignments'). Include a screenshot of the similarity score, when submitting your report to your supervisor(s) and the examiner.

Submission ID	Submission(s)	Turnitin® Similarity	Date Submitted ▼
456004	Final_report.pdf (80,17 KB) Turnitin® Submission ID 1697593816	8 %	09 November 2021 08:52

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## Reflection report



In addition to your final report, you will also write a reflection report. The reflection report is a personal reflection on the academic 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. More information about the reflection report can be found in the MSc internship course guide (Part A). Tip: Check the assessment form to see what aspects are evaluated in your reflection report.

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## Colloquium



At the end of your project, you will present your final report at the STAIR meeting. You have 20 min to present your final report followed by 10 min discussion with your fellow students. You can find more information about STAIR on the HPP Brightspace page.

**Important:** *If your work contains confidential information, you are allowed to code your work (e.g. cultivar A and B). However, it is compulsory that you present your work at HPP at the end of your internship.*

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## Examination



After the colloquium, you will have the final examination with your supervisor(s) and the examiner, in which you will discuss your results. The evaluation is based on the MSc internship assessment form and rubric.

### **Important**

The final report and reflection report need to be handed in to your supervisor(s), the examiner and the HPP office one week before the colloquium!

## Relevant contact persons



**Katharina Hanika**  
HPP student coordinator  
katharina.hanika@wur.nl



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## Questions?

Send an e-mail to  
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