

MSc Internship Course Guide Wageningen University

- Part B: chair group specific regulations - ADP

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Part B: MSc internship at Adaptation Physiology (ADP)

1. Introduction

Welcome to the Adaptation Physiology Group (ADP)! This section contains information about the MSc internship at ADP, and forms part B of the MSc internship course guide Wageningen University (WU). Part B contains the chair group specific, and therefore leading, guidelines for organising your internship at ADP. Read both part A and part B carefully!

Contact ADP via:
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Website: www.wur.eu/adp

Course Profile

The ADP MSc internship adheres to the WU profile. Specifically, we aim for students to gain a working experience in an environment where the student's knowledge on adaptation physiology can be applied in a setting of interest, e.g. policy, inspection, industry, research. There is one course code in Osiris for the ADP MSc internship, i.e. ADP-70424. It is possible to do an internship of more than 24 ECTS. Inform the ADP internship coordinator. If you follow one of the study tracks in the MAS-specializations Adaptation, Health and Behaviour or Nutrition and Metabolism, you can take an MSc internship at ADP. If you follow another MAS study track, or another MSc, consult your study advisor.

Learning outcomes

The learning outcomes of the MSc internship are described in Chapter 3 of the MSc internship course guide WU. At ADP, writing a good report is considered an important aspect of the internship. Although this is covered in learning outcome II, you are expected to pay specific attention to analysis of information/data, evaluation of the impact, readability, structure and conciseness of your report, and to the proper use of tables and figures. In addition, specific attention is given to reflection, and writing personal learning goals. You are stimulated to formulate personal learning goals in a SMART way, to reflect on these goals in the progress evaluation, and in the reflection report at the end of the internship (learning outcome V). Check for requirements the Learning outcomes, Assessment form and Rubrics of the WU MSc internship.

People involved in the internship at ADP

In this part B, the people involved in your internship are as explained in Chapter 2 of the MSc internship course guide WU:

- ADP internship coordinator; dr Inge Palm (inge.palm@wur.nl)
- Host supervisor; the supervisor at the internship host. S/he is your daily supervisor and your first contact to discuss your internship (progress) with.
- ADP supervisor; a staff member of ADP with expertise on the topic of your internship. S/he has a coaching role during your internship, and can be contacted for updates, for input on your internship and when you encounter problems you cannot solve with the host supervisor. S/he is involved in giving feedback on your report once, and assessing

the final report. You are responsible for discussing with the ADP supervisor how the feedback is organized.

- ADP examiner: a staff member of ADP (can also be the ADP internship coordinator). S/he is responsible person for your final grade, and is second reviewer of your report with the ADP supervisor.

Information on the supervision roles of host and ADP supervisor can be found in chapter 3, and on their roles in the assessment procedure in chapter 5 of the MSc internship guide WU.

2. How to find an internship at ADP

Documents needed for this part of the process (available at ADP website):

- MSc internship course guide WU
- MSc Intake form ADP
- MSc internship contract

Key role in this part of the process:

- ADP internship coordinator

If you consider doing an internship at ADP, you need to make an appointment with the ADP internship coordinator to discuss the options. **Do not contact internship hosts yourself, before you have spoken with the ADP internship coordinator.** If you are unsure where to do an internship as part of your MSc program, you can consult your study advisor.

These are the steps to take, preferably 6 months before your intended start of the internship:

1. Contact the ADP secretariat via office.adp@wur.nl to make an appointment with the ADP internship coordinator.
2. Fill in the intake form completely and send it to the ADP internship coordinator before the intake. Orientate yourself by talking to peers, and exploring the internet (e.g. 'Google' the companies/universities/research topics of your interest). Additionally, think about your goals for the internship in relation to a future job, and thus for your preferences for the type of organisation, location, country, subject, animal species, and type of internship (research internship or professional internship, see MSc internship course guide WU).
3. During the intake, your wishes and available options are matched as much as possible.
4. When a match with a potential internship host is found, you prepare an application letter and CV aimed at this specific internship host/topic. Send to the ADP internship coordinator for feedback.
NB. In an application letter, you clarify why you are interested in the internship host, what you want to do and learn, and what you have to offer the internship host. In your CV you show your past training and describe shortly what you did and the skills you acquired, starting with the most recent experiences.
5. After feedback, contact the internship host with your letter and CV. **When sending the e-mail to the internship host, put the ADP internship coordinator in cc and report back on the outcome.**
6. If the internship host and you agree on an internship subject and period, you inform the ADP internship coordinator. Provide a short description of the subject, the tasks and expected products, and the name of your internship host supervisor.
The ADP internship coordinator checks the academic level (see Chapter 5 of the MSc internship guide WU) and the fit of the subject within ADP chairgroup. **A proposed internship can be rejected if it does not fulfil the academic criteria.**

In addition, s/he will decide which ADP staff members will be the ADP supervisor and examiner. Appointment is based on subject expertise and availability.

7. After agreement, you fill in the internship contract with the host supervisor. The contract has to be signed by all parties (student, host supervisor and ADP internship coordinator) before the actual start of the internship. **Please note: in case the internship host requires you to fill in a different contract a check with WUR legal services is necessary. For this, contact the ADP internship coordinator.**
8. The ADP internship coordinator will contact the host supervisor before the start of the internship, with information about the aim of the MSc internship and guidelines for assessment, with the goal to make expectancies clear and enable open communication during the internship.

3. At the start: detailed plan, personal learning goals & expectancies

Documents needed for this part of the process (see Brightspace – ADP students):

- MSc internship learning agreement
- MSc internship assessment form
- MSc internship assessment Rubric

Key role in this part of the process:

- ADP supervisor
- ADP examiner
- ADP internship coordinator

These are the steps to take **within the first 2-3 weeks** of the internship:

1. Fill in the Wageningen University MSc internship learning agreement and discuss this with your ADP supervisor. It may be good to discuss with the internship host supervisor as well although s/he does not have to sign. The personal learning goals have to be formulated in a SMART way (see box below), and you will receive feedback on the SMARTness of your goals.
2. The ADP supervisor will upload the approved and signed learning agreement in OSIRIS.
3. Check the MSc internship assessment form and Rubrics at the start. Although the assessment of your internship takes place at the end, make sure you know what the university and ADP expect from an internship, in terms of the different aspects that will be assessed and the level that is expected. As the internship host supervisor also takes part in the assessment procedure, the assessment form and Rubrics are also sent to the internship host supervisor in advance. Make sure you discuss mutual expectations at the start.

4. During the internship

Documents needed for this part of the process (see Brightspace – ADP students):

- ADP Progress evaluation MSc internship

Key role in this part of the process:

- host supervisor
- ADP supervisor

During the internship clear communication with your internship host and ADP supervisor is important and will impact the success of your internship period. You are encouraged to act

independently as much as possible when resolving problems/in difficult situations, and discuss them with your host supervisor first. You can always contact the ADP supervisor when you encounter situations you need additional support for. You can make a plan for how frequent you have contact with each of your supervisors.

Half-way during the internship the **progress evaluation** has to be planned. At ADP, your personal responsibility in reflecting on your own progress and discussing that with your internship host supervisor is stressed. Therefore, the WU Format progress evaluation MSc internship is extended, with space for you to reflect on your progress first, and for the host supervisor to respond to that reflection.

You are responsible for the progress of your internship, the quality of the (draft) internship reports, and for making the agreements about the communication with both supervisors.

S.M.A.R.T. Personal learning goals

Personal learning goals -if thought through and formulated well- are very helpful to help you focus on your learning progress during the internship.

In the MSc internship course guide WU, suggestions are given for identifying your learning goals. Shortly, reflection on your previous experiences during your study and in personal life are a good start. Personal learning goals should be related to your professional career ambitions, specific domain knowledge or specific skills you want to improve.

At ADP we stimulate you to formulate your goals with the SMART method: the goal must be **Specific**, **Measurable**, **Attainable** and connected to **Actions**, **Relevant** and **Time-bound**. In other words, what exactly do you want to achieve (state the desired outcome), how do you know if you achieved your goal, what will you do to achieve your goal, why is this an important goal to you. Personal learning goals often start with 'I', and are positively formulated in an active way. Be aware that a learning goal does not have to be written in one short sentence, but can be a short story, that includes all aspects of SMART.

More information about SMART goal setting can be found on the internet. A good illustration is the following clip, that includes SMARTER goals, i.e. they add the importance of evaluation and reward (<https://www.youtube.com/watch?v=XpKvs-anvOs>). See the concluding screen of this clip below.



5. At the end of your internship

Documents needed for this part of the process (see Brightspace – ADP students):

- Colloquium guidelines ADP
- Colloquium assessment form ADP
- WU MSc internship assessment rubrics

Key ADP role in this part of the process:

- ADP secretariat (office.adp@wur.nl)
- ADP supervisor
- ADP examiner

Steps to take in this part of the process, at least 4 weeks before the end of the internship:

For the colloquium:

1. Contact the ADP secretariat for setting the date of the colloquium.
The colloquium can be done every 2nd Tuesday of the month, and must be held before the oral exam.
2. Write a colloquium summary following the Colloquium summary guidelines. Your ADP supervisor must **approve the summary before you can send the summary to the secretariat**, which needs to be done at the latest the Friday at 12:00 h before your colloquium date.
NB. About 1.5 week before the planned colloquium, the ADP secretariat will contact you to check your registration for the colloquium and the approved title of your colloquium.

Note: in case the internship is confidential and a colloquium at ADP is not allowed, it is possible to have the colloquium at the internship host. At least one of the ADP internship coordinator, ADP supervisor or ADP examiner must be present at the external colloquium. The colloquium summary must always be made irrespective of the location of the colloquium.

For the oral exam:

1. Set a date for the oral exam, either with your ADP supervisor or via ADP secretariat (discuss with ADP supervisor what is preferred; the ADP examiner must also be present during the oral exam).
2. Hand-in the final version of the internship report and the Reflection report at the ADP secretariat, ADP supervisor and ADP examiner at the latest two weeks before the oral exam.

6. Assessment of the internship

Documents needed for this part of the process (see Brightspace – ADP students):

- WU MSc internship evaluation form host supervisor
- WU MSc internship assessment form
- WU MSc internship assessment Rubric (for research internship or for professional internship (see below))
- ADP Colloquium guideline
- ADP Colloquium assessment form

Key (ADP) role in this part of the process:

- Host supervisor
- ADP supervisor
- ADP examiner
- ADP secretariat (office.adp@wur.nl)

The final assessment of the internship consists of the grading of different criteria related to the performance, the report, the presentation and the oral examination, and the reflection. At ADP, the responsibilities of the host supervisor, the ADP supervisor and the ADP examiner are as described in the table in chapter 5 of the WU MSc internship course guide, with three exceptions:

1. The project report: At ADP, the host supervisor is asked to also grade the report, to use as information on how the host supervisor views your writing performance. The final grade is solely determined by ADP supervisor and examiner. The grade is based on the final report. Your ADP supervisor gives feedback on a draft version of your report prior to the final assessment. It is your responsibility to organize that feedback.

Note: the project report has to be in English. In case the internship host requires a Dutch report, permission by the examining board (examiningboard.lifesciences@wur.nl) is needed. You are responsible for obtaining this permission.

2. Oral presentation: At ADP, you are requested to write a colloquium summary that must be approved by your ADP supervisor. The colloquium summary must always be made, whether your colloquium is held at ADP or at the internship host (in case of confidentiality). The colloquium summary is assessed together with the oral presentation in the ADP Colloquium assessment form. A minimum of 2, preferably 3 assessors give grades and the average of these 2 to 3 assessments is your final grade.

The final step in the assessment is the oral examination. This takes place at ADP (or online), with you, the ADP supervisor and ADP examiner. Next to what is stated in the MSc internship course guide WU, at ADP also your reflection report is shortly discussed in the oral examination, as we think it is very important for your first job application to explore what you learned about yourself, your skills and your potential first job.

7. The reports and writing

The internship report and Reflection report are two separate documents, in the same layout and format. The internship report consists of:

1. A front page, with the following information:
 - a. Student name
 - b. Osiris number
 - c. Course code and actual size in ECTS between brackets e.g. ADP-70424 (30)
 - d. Title of the internship
 - e. Name Host supervisor
 - f. Name ADP supervisor
 - g. Name ADP examiner
2. A list of contents,
3. An abstract,
4. The body of the text (introduction, methods, etc.),
5. A reference list,
6. Appendices if applicable.

The reflection report needs to consist of the front page, like the internship report, followed by the body of text. Both reports are written in the same format. Use the formatting tools in Word (check online manuals) and Endnote or equivalent for cited literature. You are free to choose a format as long as the report is clearly readable and you are consistent.

The internship report and suggestions for writing

The internship project report can be a research report (for a research internship) or a set of deliverables with a context report (for a professional internship). Both are assessed with the same criteria, but the performance level descriptions are different (check the separate rubrics for both types of reports).

Despite the different types of reports, some general guidelines apply. The body of a report consists of:

- An introduction, in which the context is explained and the goal and delineation of the project logically follow from that context. The context and goals must be supported by relevant scientific literature, and current theories/state-of-the-art must become apparent based on this literature.
- A methods or activities section, containing a description of the methods used in your research project, or the activities performed when you worked on another type of assignment. Data analysis is part of this section, and statistics whenever appropriate.
- A results or products section, containing results from obtained data from your research, products/deliverables you created, or outcomes of interviews, etc. The presentation of these results/products must be comprehensive and logically follow from the introduction and methods section
- A discussion section, in which you reflect on your results or products. ‘Reflecting on’ means that you critically and analytically look upon the results/deliverables and discuss their value for science, the internship host, and society. In this section, you are expected to use relevant scientific literature to clarify your arguments and reflection.
- A concluding section, in which you formulate your conclusions. Conclusions are more than a summary of the results; they include the value or relevance of the results and recommendations for future activities in research or other activities of the internship host. Recommendations may also be described in a separate section.

As a guideline, the report should consist of a main text (excluding abstract and list of references) of **maximal 12.000 words (in current layout 1 page is ca 600 words, so ca 20 pages)**. Discuss with your ADP supervisor if you need to deviate from this guideline. The report must be of academic level, meaning you are expected to do more than describe data/situations/results. A report must demonstrate your ability to analyse information or data, to bring together different viewpoints (synthesis), and to give logical arguments. Critical thinking is what we expect to read in a report.

In addition, the writing must also be at academic level. That means that you focus on writing clearly and accurately, but as simple and concise as possible. Apply a clear structure in your text, using headings and separate paragraphs for each key message you want to give in your text. Make sure that your goals are formulated clearly (i.e. do not allow multiple interpretations of your goals), and that you come back to your goals in methods, results, discussion and conclusion sections. Always consider your reader when writing a text: can s/he follow your line of reasoning, is s/he invited to read further, and to consult you as an expert after reading your report?

To help you with your writing, review the feedback you have received for previous reports, like your BSc and MSc thesis. In addition, you can consult literature on scientific writing ([e.g. Hengl and Gould, 2002](#)). See the Brightspace – ADP students for useful instruction hand-outs for different aspects of writing, ranging from signalling words to overall structure.

The reflection report

In the reflection report the focus is on the assessment of your **academic skills** (see chapter 4 of the MSc internship course guide WU what this entails). An important aspect of the reflection report is your ability to describe specific events, specific actions you took or behaviour you expressed, how that made you feel, what the result was of that action/behaviour. Relate your experiences to your learning goals and goals for the future. Be specific and prevent very general phrases such as 'I learned a lot', 'I enjoyed the experience'. Explain what you learned/enjoyed and what 'a lot' means to you.

The reflection report should be **max. 1800 words (in current layout this is 3 pages)**, so concise writing is important! Use the same format as the iinternship report.

8. Overview relevant documents

All documents referred to in this ADP MSc internship course guide part B can be downloaded from the ADP-students Brightspace site: <https://brightspace.wur.nl/d2l/home/67420>. You will get access to this site after joining ADP for your MSc thesis or internship.

As long as you don't have access to the Brightspace you can also find the documents here: https://sharepoint.wur.nl/sites/ESAinfo/thesis_internship/layouts/15/start.aspx#/default.aspx

The MSc internship course guide WU part A, the MSc internship course guide ADP part B, and the intake form are also available from the ADP website: www.wur.eu/adp