



## MSc Internship Course Guide Wageningen University

- Part A: information about MSc internships at WU
- Part B: specific regulations for ENP (as part of WCSG)

Additional information specific to programmes or chair groups is provided online (via Brightspace and/or webpages).

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# Part A: Information about MSc internships at WU

## 1. General information

This internship guide describes the general internship procedures for all chair groups of Wageningen University. 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.

Wageningen University distinguishes between two categories of 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 and a context report.

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 academic 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.

Language: English  
Credits: 24-39 ECTS\*  
Period: The start date of your internship is determined in consultation with your supervisors

\* Most study programmes require a minimum of 24 credits for the internship; see the Study Handbook for more information. Only in consultation with your study adviser and the internship coordinator (of the chair group) can you extend the length of your internship to a maximum of 39 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 can use the other hours to work on your internship reports. If you work less than fulltime at your internship provider, your internship duration should be extended to get the same number of credits.

### 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 at least two *specific personal learning goals* in consultation and agreement with your Wageningen University 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.

### **Criteria for academic internships**

The internship at the Wageningen University (WU) needs to be an *academic* internship. This means that an internship should have certain characteristics that fit an academic career path. The internship therefore needs to meet the following requirements:

- Your tasks during the internship require academic level of thinking (i.e. the internship needs to include a content driven assignment, such as working on a research project, a policy document, a communication plan, an evaluation report, a design, or education materials).
- Your internship reflects the desired level of a Wageningen graduate (i.e. it needs to be at an appropriately academic level).
- Your supervisor at the host organisation works at an academic level.

## 2. Preparation for the internship

The supervision of your internship is the responsibility of a Wageningen University chair group. Your study programme determines which chair groups are entitled to supervise your internship. Consult the description of your MSc programme in the Study Handbook and contact your study adviser to find out more about the chair group(s) allowed to supervise your internship.

### People involved in your internship

- The *internship coordinator* is the contact person within the chair group. You can find the internship coordinator of each chair group in the online Study Handbook of Wageningen University. The internship coordinator needs to approve your internship contract in advance. They also appoint a supervisor from the chair group (WU supervisor/university mentor) and an examiner.
- The *host supervisor*<sup>1</sup> 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 *WU supervisor* advises and supports you before the start of the internship by supervising the completion of the Learning Agreement (defining specific personal learning goals, etc). You will discuss the progress of your learning process with the WU supervisor during the evaluation moments and can contact your WU supervisor for advice or in case of difficulties. Your WU supervisor also supports you at the end of the internship by giving you feedback on the final internship report. Finally, the WU supervisor is involved in the assessment after completion of the internship, as they are first assessor.
- The *examiner* acts as second assessor and is responsible for the final grading of your internship. They will grade separately all assessment items that have not been part of the advice of the host supervisor and determine the final grading in consultation with the WU supervisor.

### How to find an internship

There are differences between chair groups with regard to how internships should be found and arranged. In some chair groups, it is common practice that you find the internship yourself. Other chair groups provide you with internship projects.

In general, you can take the following steps:

- Discuss the planning of your Master's programme, including your internship, with your study adviser. Check, in consultation with your study adviser, which chair groups are allowed to supervise your internship. Ask your study adviser for tips regarding finding appropriate internships.
- 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

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

during your internship, ask fellow students about their internship experiences, ask lecturers for contacts, read professional journals, search the internet to find names of possible internship providers and check the websites of the chair groups for available internships. The student career services also receive vacancies for internships. On the WU-website, you can find several databases with internship opportunities.

- Check out the procedures for the relevant chair groups for contacting the internship coordinator or checking the information on their website, in portals, etc. Make sure that you know how the relevant chair group arranges internships.

## **Contract, Learning Agreement and Internship Plan**

Before the internship starts, you, the host supervisor and the internship coordinator from the chair group have to agree on the formalities of your internship. These agreements need to be stated in the *Internship Contract*.

In addition, you and your WU supervisor have to make agreements related to your learning process during the internship. These agreements are written down in the *Learning Agreement*.

Finally, you, your host supervisor and your WU supervisor have to make agreements concerning the content of your internship that need to be written down in an *Internship Plan*. Usually, the Internship Plan is attached to the Learning Agreement.

### **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 that the chair group belongs to. You should factor in about two extra weeks for this check. You, the host supervisor and the **internship coordinator of the chair group** need to sign the contract. Issues with contracts can always be checked; you can contact the internship coordinator if you have questions about the contract.

### **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, and (if applicable) risk assessment. You and your WU 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 internship coordinator of the chair group 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 the internship coordinator. Furthermore, it is advisable to contact the specific Embassy to check which documents are necessary.

### **Internship Plan**

The Internship Plan can be considered as a project proposal for your internship. Within the plan, you need to describe your internship assignment in detail. You should make clear whether your internship is a *Research Internship* (completed with a 'research report') or a *Professional Internship* (completed with a 'context report' and deliverables of projects that have been part of your internship). Ask your supervisor what level of detail is expected for your Internship Plan.

### **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 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 actual 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 internship coordinator approves your internship. This includes checking that your internship is at an appropriate academic level (see the criteria for an academic internship).
- You have an agreed to and signed internship contract.
- You agree to remain registered as an MSc student at Wageningen University for the duration of your internship.

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 WU supervisor. The host supervisor is your daily supervisor, while the WU supervisor is, in most cases only involved at the start, in the progress evaluation and in the assessment of the internship.

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

In the final stage of the internship, you and your WU supervisor will discuss 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 WU 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 for host supervisor for specific feedback and send the form to your WU supervisor.

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 WU supervisor and the internship examiner, may decide to terminate the internship project. The outcome of the evaluation will be discussed with you and will be registered in OSIRIS afterwards.

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 a research driven internship at a research organisation, a more general internship at a government or non-governmental organisation or a commercially-oriented internship in the private sector. 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. If you have chosen to do a research internship, your assignment and activities will usually be related to one specific research assignment that you should complete during the internship. If you have chosen a professional internship, you will probably contribute to a variety of projects or contribute to a single, larger project. Most important 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 your product to the internship provider. Your WU supervisor will attend the oral presentation if possible, so do not forget to invite them. In some chair groups, it is common that you are requested to present your results to the chair group as well. Discuss in advance what WU supervisor's chair group expects from you.

### Project report

The project report should express the *academic quality* of the internship.

- If the internship consists of several interlinked projects, the product can be a *set of deliverables* 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 vis-a-vis the list of requirements, the usability for the organisation and academic relevance (see the Learning Agreement).
- 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.

In some cases, the internship provider may label the report or other products '*confidential*'. For legal guidelines, see the contract format (download available in Appendix IV). Wageningen University will not store these confidential products without prior consent from the internship provider or will not make them accessible for third parties: the report will be stored with confidential status. Wageningen University uses the reports for visitation purposes only.

## 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. The reflection report includes (at least) the following components, making use of the outcome of the progress evaluation:

- Motivation for the internship.
- A reflection on the general learning outcomes of the internship.
- A reflection on your personal learning goals, as set out in the Learning Agreement.
- A reflection on the relation between your Master's programme and your internship, and your potential professional career and future work field.

You will hand in your reports as soon as possible, ultimately ten working days before the oral defence and always in concert with your WU supervisor. You usually get one possibility to discuss a draft report with your WU 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 WU 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 be scheduled ten working days after you submitted your reports to the supervisor and examiner. You must make 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, WU supervisor and examiner in the assessment.

		Assessment categories				
Weights	Description	Performance	Project Report	Oral presentation	Oral defence	Reflection report
	% 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		
	WU supervisor (grade)	x	x	x	x	x
	WU Examiner (grade)*		x		x	x

\* The examiner will determine the final grading after a discussion with the WU supervisor.

A rubric is used for feedback and grading (see Appendix IV). The assessment of the host supervisor is communicated to the WU supervisor using the **MSc internship evaluation form host supervisor**. 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, functional disabilities or an insufficient result for your internship.

In case of force majeure (circumstances beyond one's control) 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 WU supervisor and examiner 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 WU 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. But 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: ENP specific regulations

This guide provides key information on doing an internship within the Wageningen Centre for Sustainability Governance (specifically for ENP). First, we describe the different steps in the internship trajectory: orientation, preparation, doing the internship, and reporting and evaluation. Next, we provide the guidelines for writing the internship reports and carrying out the oral presentation. We end by providing a checklist of extra steps involved when the internship takes place abroad.

Note: The documents referred to in Appendices III and IV can also be found online.

### Internship steps

- 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.
  - 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 internship coordinator (see website for contact details) if your internship meets the criteria and who your WU supervisor will be during the internship.
  - Discuss the length of the internship with your internship coordinator and register your choice in OSIRIS (see Course Profile, page 2 of this Course Guide).

After approval of the academic level of the internship\*:

- Discuss the exact internship tasks with the host supervisor and WU 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. The contract should be signed by the host organisation and by someone mandated to sign at the university. For all WCSG groups, please send the contract to [Erna.vanLudevelde@wur.nl](mailto:Erna.vanLudevelde@wur.nl) to get it signed by Simon Bush on behalf of SSG/WUR.
- In case of questions about the contract, contact [Daan.vanBuuren@wur.nl](mailto:Daan.vanBuuren@wur.nl)
- Start to work out your Learning Agreement. Define your personal learning goals (see Appendix I).
- Make agreements about data management and confidentiality, which should be written down in the Learning Agreement and/or discussed while signing the contract.
- Plan and discuss feedback moments with your WU supervisor.
- Sign the Learning Agreement with the WU 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 meetings with the host supervisor.
- Plan the progress evaluation with the WU supervisor and ask the host supervisor to complete the progress evaluation form in advance.
- Sent regular updates to WU supervisor about your progress.

### **4. Finalisation**

Four weeks before the end of the internship:

- Arrange a day, time and location for the oral presentation at the internship provider. If possible, the WU supervisor will (virtually) be present too.
- Arrange the final evaluation with the host supervisor (based on the evaluation form, see Appendix IV for the link).
- Communicate with the WU supervisor about the planning of the reports (of the complete draft versions and complete, final versions for assessment).
- Arrange a day, time and location the defence with your WU supervisor and the examiner. The examiner will be arranged by your WU supervisor.

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 project report and the personal reflection report with your student number and internship code to your WU supervisor.
- The host supervisor will send the signed evaluation form of your performance to the WU supervisor.

During the examination:

- The examination comprises an assessment of the oral defence of your internship project and reflection report. In addition, the assessment includes your performance at the internship organization, the quality of your reports and of your presentation, as described on page 11 of this Course Guide.

After the examination:

- The WU examiner will register the grade in OSIRIS.
- Send/Store your data in correspondence with the agreements made on data management.

## Guidelines for writing the internship reports

There are two internship reports: the product report, presenting the results and products of your internship, and the reflection report, describing your personal development and lessons learned and reflecting on them.

### *Product report*

The product report is the main internship report. In the introduction of the report you briefly describe the internship organization and the activities you have carried out. You also present an outline of the rest of the report. The structure of the rest of the report depends on the type of activities.

If you did a **professional internship** (also referred to as task-oriented internship), the report should present the main products you have made or significantly contributed to.

You do not need to rewrite any of these products for the report, but you can add them in chapters or annexes. Products may include presentations, (co)authored documents, letters written, research reports, and others. Make a balanced selection that is representative for your activities and learning outcomes and provide a clear introduction and other pieces of text to connect them and show the broader relevance of these issues in light of your study programme (using academic literature). This so-called context report has been described in page 9 of this Course Guide.

If you did a **research-oriented** internship, the rest of your report will be structured as a normal research report, including theories and methods, results, discussion, conclusions, and recommendations.

The total size of the product report (including the annexes) can vary in size, depending on the internship. In principle, this is a report that may be read by other students interested in the internship organization and the products you made. On request of the student or the internship provider, however, the portfolio and/or the report may be labelled 'confidential'. In this case, you, the internship provider and the WU supervisor may agree on and sign a confidentiality agreement before starting the internship. Confidential products will be stored by Wageningen University, but will not be accessible for third parties without prior consent of the internship provider and the chairgroup (for visitation purposes only, as explained above).

### *Reflection report*

In addition to the internship report, you have to write a report in which you reflect upon the internship itself (i.e. content, organisation, company, country, etc.) and especially on your functioning within the organisation and the personal goals you formulated in consultation with the WU supervisor. For this report, you will be guided by your WU supervisor, making use of the outcome of the progress evaluation.

Suggested points to include in the report are:

- motivation for the internship.
- an introduction on the internship (including period, main tasks, supervision)
- your intended learning outcomes
- the main activities contributing to reaching these outcomes, including an estimation of the time spent on each activity (roughly, in days)
- an assessment of your achievements in terms of the intended outcomes



- a reflection on your performance and contribution to your team/organisation (if applicable), and on its culture and structure
- a reflection on the relation between your Master's programme and your internship, and your potential professional career and future work field.
- other lessons learnt a reflection on your achievements: looking back, what would you do differently; which points of attention do you take from the internship for further improvement; what are the implications for your view on career perspectives?

In general, the report should at least contain an explanation of the learning outcomes formulated at the start of the internship, a critical evaluation of the extent to which these outcomes were reached, and a set of new learning outcomes, formulated during and at the end of the internship.

While the content of the report is more important than its length, a personal reflection report should at least cover four pages / 2200 words as a rule of thumb. The reflection report is in principle a confidential report that will only be read by your host supervisor (this is recommended but not mandatory) and by the WU supervisor and examiner.

#### *Handing in the reports*

Both reports should be handed in as a pdf file, each with a title page describing the internship title, supervisors, and student name with registration number. Some supervisors may also require a hardcopy. We recommend that you submit a draft of your reports to the WU supervisor for feedback before handing in the final version.

#### **Guidelines for the oral presentation**

At the end of your internship, you are expected to give an oral presentation at the internship provider. The internship supervisor is expected to attend your presentation and provide feedback. It is also good (and nice) to invite your colleagues. If possible, the WU supervisor will also be present or try to attend the presentation digitally via skype, video conference, or through a recording of the actual presentation. In both cases, a copy of the slides should be sent to the supervisor. You are not required to give an internship presentation at the university.

#### **\* 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 a minimum of two 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 determined 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).

E.g. aspects related to:

- 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).

*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.'

**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 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: .....

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'The student will be able to finish internship satisfactorily'

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

Date: .....

Internship (host) supervisor

Sent to the WU supervisor on ..... (date).

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## 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>