



MSc Internship Course Guide, Cultural Geography Group (GEO)
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Study load:
24 ECTS

Course code:
GEO-70424

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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 for an internship organisation 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 3) 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 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. 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. You can discuss taking days off with your host and WUR-supervisor as this differs per student, per time period and per organisation.

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. 6. In addition to the above-mentioned learning outcomes, you should formulate at least two *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 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.

People involved in your internship

- The *internship coordinator* Chih-Chen Trista Lin is the contact person within the GEO chair group (see page 6 for contact details). The internship coordinator appoints a supervisor from within the chair group and makes sure you are added to (the right cohort within) the Brightspace page Thesis/Internship at Cultural Geography. In addition to your WUR- and host supervisor, the internship coordinator will have to approve your internship contract.
- 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.

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

- The *GEO supervisor* advises and supports you before the start of the internship by supervising the completion of the internship contract and the learning agreement (see Chapter 2). 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 4 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.

Actors in the assessment:

- *Advisor on assessment*: If the host supervisor does not meet the same criteria as an academic WU staff member they provide advice to assessor 1, otherwise they act as assessor 1.
- *Assessor 1*:
 - If the host supervisor meets the same criteria as an academic WU staff member of a chair group they can be Assessor 1.
 - Otherwise, an academic WU staff member (usually the main and administrative supervisor)
- *Assessor 2*: Academic WU staff member (often also the examiner, but not necessarily)
- *Examiner*: is responsible for the final grading of your internship and determines the final grading in consultation with Assessor 1 (and 2, if applicable). The examiner is appointed by examining board, according to R&R article 8.2b (doctoral degree). Only examiners listed for the courses in the course catalogue can decide and finalize the grade in Osiris.

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 (presentation and defense). 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 (see page 7). Similarly, you and your supervisors discuss how your internship will contribute to a future career, your personal learning goals for the internship and how you plan to 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.

Contact information

Chih-Chen Trista Lin

Contact for:

- General information / coordination
- Supervisor allocation internship

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- Brightspace

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2. Internship preparation

The WUR supervision of your internship is the responsibility of a Wageningen University chair group, in this case the Cultural Geography Group (GEO). Please check Appendix II for the overview of the steps to be taken during your internship and a timeline.

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

Once you have found an internship, you will have to start the administrative process of your internship in OSIRIS Case.

Internship Contract

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*, which can be downloaded from Brightspace). It is your responsibility to ensure that you and your host supervisor sign the contract in time, after which your GEO supervisor signs your internship contract. Once all parties have signed, please send it to the internship coordinator Chih-Chen Trista Lin (chihchentrista.lin@wur.nl) for approval. After approval, you will have to submit the contract to OSIRIS.

The WU Internship Contract 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 III 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 Environmental Sciences Group. You should factor in about one month for this check. Both, you and the GEO internship coordinator go over the non-WU contract and compare it with the checklist (Appendix III) to see if there is a need to involve legal services.

Issues with contracts can always be checked; you can contact the internship coordinator if you have questions about the contract.

After the contract is signed by you, your host supervisor and GEO supervisor, it will have to be send to the internship coordinator Chih-Chen Trista Lin (chihchentrista.lin@wur.nl) for approval. Once approval is gained, you will have to submit it OSIRIS.

Learning Agreement

In addition, you and your GEO supervisor have to make agreements related to your learning process during the internship. The *Learning Agreement* contains a description of the internship assignment, your personal learning goals (see Appendix I), 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 (see Appendix IV for a download of a checklist). 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 will enter these agreements directly into OSIRIS. Once you have filled out the agreement in OSIRIS you can submit the agreement after which the GEO supervisor will have to approve the agreement (or ask for revision).

Note: Try to not exceed the 3000 character limit for fields in OSIRIS. If there is no way of limiting your word count, you can add an additional documents in "optional documents during process" and refer to that document in the form.

Internship abroad

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 student, internship provider, the GEO supervisor and the internship coordinator). 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 additional 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.

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. The contract is approved by the internship coordinator Chih-Chen Trista Lin (chihchentrista.lin@wur.nl). You submit the contract signed by yourself, the internship host and your supervisor.
- You agree to remain registered as an MSc student at Wageningen University for the duration of your internship.
- Your learning agreement has been approved by the WUR supervisor. This includes checking that your internship is at an appropriate academic level (see the criteria for internships in Chapter 1).

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 to further complete the learning agreement.

3. 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. Please check Appendix II for the overview of the steps to be taken during your internships. 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.

Internship Plan

We recommend to make an internship plan, which 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, and how you may incorporate (part of) this content into your final reflection report to show the development of your internship.

Progress evaluation

For a successful internship, it is important that you discuss your progress during your internship with (1) your host supervisor, and (2) your GEO supervisor. 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. The progress evaluation meetings should normally take place within 8-10 weeks after the start of your internship. It is important that you take initiative to arrange the meetings.

In preparation to this meeting, you and your host supervisor complete the Progress Evaluation in OSIRIS (add Appendix V as attachment), you ask your host supervisor for specific feedback and afterwards the host supervisor approves your progress evaluation form and it is send (by OSIRIS) to your GEO supervisor.

Afterwards you will have your progress evaluation meeting with your WU supervisor, in which you reflect on your meeting with the host supervisor and all other aspects of the internship project (i.e. internship plan, supervision, performance, learning goals). The internship assessment 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. Moreover, 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. You will need to fill out a progress evaluation form with your GEO supervisor (see Appendix VI). This document and the outcome of the evaluation will have to be registered in OSIRIS.

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.. When needed, a GEO examiner (the internship coordinator or another member of staff) can be involved in the decision of terminating the internship project.

Project report

Professional internship: 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, its theoretical background and a reflection on the products, the usability for the organisation and academic relevance (see the the Rubric in the assessment form, available on Brightspace).

Research internship: 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).

Your internship report (and reflection report) should contain an **appendix on the use of AI**. In this appendix, you state whether you used AI for your internship, and if so, how (see Chapter 5).

You will hand in your final research report or context report in OSIRIS (and mailed to supervisor and examiner, if preferred) at least ten working days before the oral defence. You will get at least one possibility to discuss the draft report(s) with your GEO supervisor before you hand in the final report.

In some cases, the internship provider may label the report or other products '*confidential*'. 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 and quality assurance by the examining board only.

Reflection report

The reflection report should be 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 4).

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 the general learning outcomes of the internship (see Chapter 1)

- Section 3: 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 4: A reflection on the relation between your internship, Master's programme, and 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.

Your reflection report (and internship report) should contain an **appendix on the use of AI**. In this appendix, you state whether you used AI for your internship, and if so, how (see Chapter 5).

You will upload your reports in OSIRIS as soon as possible, ultimately ten working days before the oral defence and always in concert with your GEO supervisor. You usually get one possibility to (upload and) discuss a draft report with your GEO supervisor before you upload the final report.

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. The presentation can be adapted to the audience as you may also be asked to present the results to other co-workers at the internship organisation. There are no predetermined dates for presentations. You will have to agree on a date, time and place with your supervisors and examiner. You are expected to present offline, if at all possible.

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. It is usually right after the oral presentation, though this is not mandatory.

4. 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. In order to complete the internship successfully, minimum scores of at least 5.5 are required for each of the four categories ‘performance’, ‘oral presentation’, ‘report’ and ‘defence’ and a pass score is required for the ‘reflection report’. See Chapter 1 for a further explanation on the roles of host supervisor, GEO supervisor and GEO examiner in the assessment.

| Weights | | Assessment categories | | | | | |
|-------------------|--|--|----------------|-------------------|--------------|-------------------|---|
| | | Performance | Project Report | Oral presentation | Oral defence | Reflection report | |
| | | 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) – Assessor 1 | | x | x | x | x | x |
| | GEO examiner (grade) – Assessor 2 | | | x | x | x | x |

A rubric is used for feedback and grading (see the assessment form on Brightspace and downloads in Appendix IV). The assessment of the host supervisor is communicated to the GEO supervisor using the MSc internship evaluation form host supervisor (available on Brightspace) and entered into OSIRIS. Your GEO supervisor and the examiner are responsible for the assessment and final mark. In addition, after the examination you will receive the reasoning behind your internship grade, including specific feedback on all assessment categories. 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 organisations.

The (advice on) assessment of the host supervisor is done in Osiris and communicated to the Assessor 1. Assessor 2 (often also the examiner) grades the report and reflection report independently. At the end of the internship period, the examiner decides about the grade 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. You should complete their internship project within the time allocated to this programme component (*i.e.* 4 months for a 24 EC internship or 6 months for 36 EC internship). There are three acceptable reasons for a longer runtime of an internship project: planned longer duration of your internship project, force majeure or an insufficient result for your internship.

Planned longer duration of the internship project

If the student plans to undertake additional activities next to the internship, the total runtime of an internship project can be longer than the nominally allocated time. Examples are that the student has a job, has planned holidays, or will do a student-assistantship. You can take this into account upon the student's request by adjusting the expected date of completion (to be filled out in the learning agreement). This situation is *not* considered as delay.

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.

Delay due to force majeure

If the planned period needs to be extended due to *force majeure*, you should submit a request to the student dean. The dean is to decide whether this is a case of *force majeure*, and advises the Examining Board. The Examining Board can then decide to extend the term for the internship. In that case, the expected date of completion will be moved forward, in accordance with the extent of the delay. Your GEO supervisor will only extend the regular duration of the project based on the advice of a student dean. Your supervisor can register an adjusted end date in OSIRIS.

Delay due to an insufficient result

Around the expected date of completion of the internship, the internship is assessed, and the grade is registered in OSIRIS. In this way all students are graded after the same amount of time, which makes the grading fair for all students. If the assessment is insufficient, but your supervisor and you expect that you will be able to finish the project successfully within two extra months, the examiner registers the grade in Osiris as INCOMPL. Next, you have two months to improve the work to a sufficient level. In the case of *force majeure*, these two months can be extended under the same conditions as above (via student dean and Examining Board).

Similarly, 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. No new contract is needed when it is extended, though the extension should be agreed upon and documented in OSIRIS.

After two months, the work of the student is assessed again (again with two independent assessors, and the examiner determining the final grade). If the result is sufficient, the grade is registered in OSIRIS. If the result is insufficient, INSUFF will be recorded in OSIRIS. In case of an insufficient final grade, you can start a new MSc internship, not necessarily with the same supervisor or in the same chair group. If you start a new internship, this is considered as a resit.

If you and your GEO supervisor disagree on you 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.

5. Points of attention during the internship

Use of generative artificial intelligence (e.g. ChatGPT, BARD, DALL-E, Elicit)

The use of generative artificial intelligence to create ready-made content in assignments is considered fraud, so it is not allowed to copy-paste the output of AI. However, you are allowed to use AI as a sparring partner, and as a feedback tool for the quality of your text (e.g. as a spell checker or grammar checker). However, the use of AI is always subject to the following rules:

- Acquiring active writing, designing and reflection skills is an important part of your internship. The use of AI should only be in support of, not as a replacement for these skills.
- You will always be held accountable for the correctness, completeness, and coherence of all your texts. The correctness of the output of AI is never guaranteed. AI chatbots have been known to confidently assert false claims as true. You should always critically evaluate the output.
- When you use AI for your work, acknowledge your use and report how it affects your products.

Both your internship report and your reflection report should contain an **appendix on the use of AI**. In this appendix, you state whether you used AI for your internship, and if so, how.

In case you did not use AI, this appendix can be one sentence in which you state that you did not use AI. In all the other cases you have acknowledge your use and report how it affects your assignment. The appendix should contain a list of the prompts you used, a link to the conversation (see FAQ for ChatGPT) and an explanation of how you used the output of AI (i.e. in what way did the output of AI affect your text).

Ethical behaviour

Attention to scientific integrity is an important aspect of your academic education, including the various aspects that are relevant for an academic intern, especially in the case of doing a research internship. You always have to be aware of the fact that you could get into an ethical dilemma and you should be prepared if you run into such a situation. We refer to the Wageningen Code of Conduct for Scientific Practice.

The main aspects described in this code concern:

- **Scrupulousness:** Scientific activities are performed scrupulously, unaffected by mounting pressure to achieve.
- **Reliability:** Science's reputation of reliability is confirmed and enhanced through the conduct of every scientific practitioner. A scientific practitioner is reliable in the performance of their research and in the reporting, and in the transferring of knowledge, through teaching and publication.
- **Verifiability:** Presented information is verifiable. Whenever research results are publicised, it is made clear what the data and the conclusions are based on, where they were derived from and how they can be verified.
- **Impartiality:** In their scientific activities, the scientific practitioner needs no other interest than the scientific interest. In this respect, they are always prepared to account for their actions.

You are expected to be familiar with proper citing and referencing techniques before you start writing the project report and are advised to consult relevant information available on the WUR-

website (e.g. 'Citing and referencing'). Improper citing and referencing may be considered as plagiarism, which is a form of fraud.

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>

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**.

Appendix II: 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 Chih-Chen Trista Lin who your GEO supervisor can be during the internship.
 - Gain access to Thesis and Internship Cultural Geography Brightspace and the right cohort by contacting Maria de Wit
 - Discuss the length and content 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 internship contract, in close cooperation with your supervisors and GEO internship coordinator. You, the host supervisor and the GEO supervisor should sign the contract before you send it to the internship coordinator Chih-Chen Trista Lin for approval. After all parties have approved and/or signed, submit the contract to OSIRIS.
- Start to work out your Learning Agreement with your GEO supervisor. Define your personal learning goals (see Appendix I).
- Enter the Learning Agreement in OSIRIS and await approval of the GEO supervisor.

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

- 3. During the internship**
 - Make an overview of your tasks and ambitions in a Internship Plan (see p. 10) (recommended)
 - Plan (progress) evaluation meeting(s) with the host supervisor.
 - Plan the progress evaluation with the GEO supervisor and ask the host supervisor to complete and send their evaluation form in advance.
 - Have the progress evaluation within 6-7 weeks after the start of your internship and fill out the progress evaluation form with GEO supervisor.
 - Make sure supervisor documents the progress evaluation in OSIRIS
 - Send 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. This may be on the same date of the presentation.
- Hand in (rough) draft of report to your GEO supervisor for feedback.

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 OSIRIS and, if preferred, mail to your GEO supervisor and examiner.
- The host supervisor fill in an evaluation form about your performance in Osiris. Depending the qualifications of your host supervisor this is either an advice about the grading for Assessor 1 or the host supervisor is Assessor 1.
- Assessor 2 (often the examiner) will independently fill in an assessment form in Osiris.

During the oral presentation:

- Give a presentation about your internship.

During the oral defence:

- 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 assessment form in OSIRIS.
- Store your data in correspondence with the agreements made with your internship provider and your GEO supervisor.

★ Extra steps for internships abroad:

- Register study related travels in Osiris
- 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*).

MSc Internship Timeline

Internship preparation



Brainstorm on interesting organisations



Get appointed supervisor(s)



Fill in internship contract, signed by WUR and host supervisor



Discuss, fill in and sign learning agreement in OSIRIS



Contact the GEO internship coordinator



Start a case in OSIRIS



Send contract to GEO Internship coordinator and submit to OSIRIS

Internship



Enjoy your internship



Write context/research report



Submit your reports in OSIRIS



Discuss and fill in progress evaluation in OSIRIS



Write reflection report



Present and defend your internship

Appendix III: Checklist when other internship contracts are used

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

In July 2022, the Association of Universities of the Netherlands (UNL) published a national model agreement for internships in university education.² Students (BSc/MSc) who want to do an internship at a Dutch company, institute, university or governmental body will now use this model agreement. The fourteen Dutch universities, including Wageningen University, have implemented this model in order to achieve a uniform and balanced agreement between students and the work placement company.

Upon your application for a work placement, please share the UNL agreement with the chosen company. Please inform your WU internship coordinator if the company declines to use the UNL agreement. Your WU internship coordinator can then help you, (if necessary) in consultation with the legal department, to finalize a work placement agreement with the company.

In case of a work placement abroad, the university policy offers more room to deviate from the UNL agreement and/or to use an external agreement. Please use the following tips & tricks to assess your work placement agreement to ensure that your rights and obligations are properly arranged and that there are no obstacles for conducting follow-up research after your work placement.

Please note: always consult with your WU internship coordinator before signing a contract.

1. Ensure that the **non-disclosure agreement is for five years** at most: experience has shown that after five years the information has often already made public by the company itself or it is no longer relevant; you do not want to be confronted with an indictment from your work placement company at that stage.
2. Make sure that the **period** of the internship is correctly addressed (start and finish data; no open end).
3. Make sure that your **internship assignment** (=planned internship activities) is well described and that your **Learning Agreement** is part of the contract.
4. Make sure that there are clear agreements regarding **working hours, facilities and possibilities for leave**.
5. Ensure that your **WU supervisor, the examining board, WU examiners and the accreditation panel** have access to the internship report and that the university is allowed to retain the report in a non-public archive. This is how WU deals with this in practice:

All internship reports will be dealt with as confidential: none will be published in the WUR-library and they will be irreversibly removed from Osiris after 7 years, the deadline for the legal accreditation. These copies will only be used for accreditation purposes. In some cases, the internship provider may label the report or other products as 'Strictly confidential'. In that case the student makes a redacted version (all strictly confidential information is marked as censored). If readable, this version can be used for accreditation purposes. In case of a redacted version, the front page of the report must contain the name of the person within WU who has access to the full version of the document and the place where this document is stored in case the full version of the document is needed for accreditation purposes.

6. Results (also called ‘foreground knowledge’ or ‘intellectual property’ in the contract) of the research that you conduct during your work placement may become the **(intellectual) property** of the work placement company. Ensure that the results of your work outside or after the work placement assignment become your property, otherwise it will be difficult to collaborate with others in the future.
7. Be aware that the **author rights** of the internship reports belong to you.
8. Ensure that your work placement company is **liable** for both injury to the trainee - for example, if you are involved in an accident during your work placement - and damage caused by the trainee during the work placement. According to the law, the internship provider must supervise the activities of the intern.
9. Do not accept any **penalty clauses**.
10. For internships in The Netherlands the work placement contract must be governed by **Dutch law**.
11. After your work placement, you should be free to **apply for jobs** at companies similar to the one where you completed your work placement.
12. A work placement contract must be drawn up in **Dutch or English**.
13. If you are a student from **outside the EU** and you want to complete your work placement with a Dutch company, then the university must also sign the work placement contract as this is a requirement set by the IND. In that case, always submit your work placement contract should always be submitted to the legal office of the department immediately.
14. To be able to conduct your research freely and as a student, you are not permitted to receive a salary. Any **work placement compensation** may only consist of a compensation for costs incurred (travel costs etc.), and normally does not exceed 700 euros per month. If you receive a sum that resembles a (minimum) wage, you may lose your student status. Especially for non-EU students: the status of “employee” instead of “trainee” has consequences for insurance, residence permits, taxes, etc.

In some cases, the company may require that you sign a separate Non-Disclosure Agreement or statement in addition to a work placement contract. In that case, points 1, 5, 6, 10, 11 and 13 from the above checklist are also applicable for the NDA.

If you have any questions after reading these tips & tricks or discussing deviations with the work placement company, please send the contract and your question to your internship coordinator.

Appendix IV: Downloads

Downloads are (also) available on the GEO Thesis/Internship Brightspace.

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 GEO supervisor.

The actual version of the internship contract is available on the WUR website or on Brightspace: <https://www.wur.nl/en/Education-Programmes/Student-Service-Centre/Show-ssc/Forms-Student-Service-Centre.htm>

Wageningen University MSc Internship Learning Agreement

The [checklist learning agreement](#) can be used to discuss all relevant fields to fill in the Learning Agreement in OSIRIS.

Evaluation form host supervisor

The host supervisor will be asked to fill in an evaluation and assessment form in Osiris after completion of the internship. The observations in the evaluation and assessment form will have advisory status to Assessor 1. If the host supervisor has the same qualifications as a Wageningen University assessor (so has a PhD), they can assess the internship as Assessor 1. In both cases the host supervisor receives a one time link to perform this task in Osiris. We encourage you to have a look at the evaluation form and Rubric at the start of your project. You can download the most recent version of the evaluation form and Rubric at the Education & Student Affairs SharePoint site: <http://wur.eu/thesis-internship>

Assessment form and rubrics

The WU internship 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 rubrics from the Education & Student Affairs SharePoint site: <http://wur.eu/thesis-internship>

Appendix V: Format progress evaluation MSc Internship Host supervisor

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 in Osiris. Your host supervisor has to agree about the progress evaluation you wrote in Osiris and after that it is send to your WU supervisor to be reflected on during the progress evaluation meeting.

These are the aspects which you have to discuss with your host supervisor during the progress evaluation:

- 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 (as supervisor) hesitate to answer this question positively, please contact the WU supervisor within short notice).

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 VI: Format progress evaluation MSc Internship GEO supervisor

| | |
|--|-----------|
| Name MSc student: | |
| MSc programme: | |
| Type of progress evaluation: <input type="checkbox"/> Thesis GEO80436 / <input type="checkbox"/> Research Practice GEO79324 / <input type="checkbox"/> Internship GEO70424 / <input type="checkbox"/> Other: | |
| Chair group(s): CULTURAL GEOGRAPHY | |
| Supervisor(s): | |
| Title of thesis/research practice/internship project: | |
| Start date: | End date: |

1. Did the student achieve progress as planned? Yes / No

2. Is the project on schedule? Yes / No

If not, how much delay is expected?

In case the student did not achieve the planned progress, briefly indicate possible reasons and next steps:

3. Supervision - student perspective

Is the student satisfied with the supervision? (e.g. time investment, academic freedom, adequate feedback)

4. Supervision - Supervisor perspective

Is the chair group's supervising team or the supervisor satisfied with the supervision relationship and the student's performance including the written work so far? (Supervisor(s) may refer to the assessment rubric here for evaluating what is going well and where improvement may be needed.)

Signatures:

Student

supervisor(s)

Date:

Date:

Date: