

# Steps MSc internship supervised by Communication, Philosophy and Technology (CPT)

## BEFORE

## DURING

### 1. Read the CPT internship guide

- Find the CPT internship guide and formats on the CPT website (different from the WUR internship guide)
- Check (with study advisor) whether you can start with your internship

### 2. Find an internship organisation

- In case of any doubt throughout the search for an internship organisation (e.g., tasks, organisation, etc.), discuss with CPT education coordinator
- Get inspired by internships of graduated students on CPT website
- Options:
  - 1. Check available internship positions on CPT website, Facebook and LinkedIn; send application letter and attend job interview
  - 2. Contact organisations of your interest and send open application letter

### 3. Find university supervisor and plan meeting

- Contact a CPT/ university supervisor yourself, or via CPT education coordinator (email, plan meeting using calendly)
- Discuss learning agreement (tasks, objectives and assessment)
- Agree with all supervisors on communication during internship

### 4. Sign contract with all supervisors

- Download word version and complete the contract digitally
- Check internship code:
  - COM CPT-71324
  - KTI CPT-70824
- Check whether the number of credits aligns with internship duration (minimal 24 ECTS)
- Get signatures of university and organisation supervisors
- Send signed contract and learning agreement to CPT secretariat
- You can start with your internship when the WUR contract is signed
- If travelling abroad, check country safety and complete form if needed
- If relevant: organise phone/ face-to-face meeting between university and organisation supervisor to discuss supervision roles and tasks

### 5. During internship

- Communicate with university supervisor (regular updates)
- Organise mid-term meeting with university supervisor
- Share the 'Guide for internship supervisors of Master students' (including assessment form and rubric) with your internship supervisor (available on CPT website)

### 6. Presentation

- Present your findings and outputs to the internship organisation
- Organisation supervisor is present and assesses presentation; university supervisor does not need to attend

### 7. Internship assessment

- Hand in final report (pdf) and reflection report (pdf) to university supervisor. Printed version is not needed.
- If relevant: organise (phone, face to face) meeting between university and organisation supervisors to discuss marks for professional skills and presentation
- Organise final examination with university supervisor

Strategic Communication (COM)  
Knowledge, Technology & Innovation (KTI)

CPT education website

[www.wur.eu/cpt-education](http://www.wur.eu/cpt-education)

CPT education coordinator

[education.cpt@wur.nl](mailto:education.cpt@wur.nl)

Plan meeting @coordinator

[calendly.com/joanne-leerloojier](https://calendly.com/joanne-leerloojier)

CPT secretariat

[info.cpt@wur.nl](mailto:info.cpt@wur.nl)

Internship vacancies @CPT

[Facebook](#) COM | [Facebook](#) KTI

[LinkedIn](#) CPT