

5 MSc Internship

5.1 Introduction

At concluding the BSc-phase the planning for the MSc-phase starts. You can start an MSc thesis and internship only after full completion of the BSc. However, it is important to start planning early.

Appointments for internships should be made 6 months in advance, because communication with places for internships and internship arrangements do not always run smoothly. Sometimes alternatives are necessary. The mandatory internship is 24 ects (see Appendix VII for the working time). Please consult the University Study handbook for extension possibilities. HAO and international students must replace the internship with a second thesis.

5.2 Objectives internship

The objectives for internship are:

- a) Getting familiar with the practical working situation in a specific country. This concerns the future working situation for graduated Animal Science students.
- b) Getting familiar with the functioning of the organisation at which the internship is done.
- c) Applying the knowledge and skills gained during the studies; getting insight into animal production within the agricultural system/sector of a country or area and its problems.
- d) Carrying out a major assignment under supervision with a certain extent of independency. Cooperate with different projects in the institute, university, business or organisation to learn about the broader objectives of the organisation.

5.3 Planning

For an orientation towards internships it is recommended to contact senior students who have already done their internships. Experience of senior students is useful to obtain a realistic picture of the internship. There are also meetings on internships organised by the study association “de Veetelers”.

The interview about the future of your studies starts with the choice of your specialisation. Your study advisor will advise you on this and often the internship is already discussed while selecting courses and planning. After a discussion with your study advisor you can contact the **internship coordinator** Prof. Imke de Boer, via the secretary Lia Verheijen. Make an appointment via the APS-secretariat (tel. 483959 or mail to Office.APS@wur.nl) with **at least 6 months in advance**. Each student has 30 minutes. Make a planning of your studies in advance, including the courses that you have not passed yet, and give reasons for your choices, so that the interview will run efficiently. The internship coordinator appoints a supervisor (a staff member of APS) to the student. She organises the internships, often in coordination with the APS-staff and possibly based on an initiative of the student him/herself. The internship is registered and agreements are made concerning

contacts and possible prerequisites. In total the APS-supervisor has at least 3 times contact with the student: Once before the student leaves, once or a few times during the internship (via mail or skype) and once after the internship.

For the planning the following points are important:

- During the appointment before your internship with the APS-supervisor the contract is filled and possibly signed and the learning goals and expectations are handed in and discussed. The APS-supervisor should know before departure who the supervisor is at your internship location, with e-mail and full addresses and should have an overview of the research proposal.
- Hand in your learning goals (at least three goals) and expectations (max. 1 A4, per e-mail) at the APS-supervisor before departure. These will be considered and evaluated again when discussing the report. Learning goals should be on competences and skills the student wants to improve on during the internship, e.g. 'I want to be more assertive'. See ACT course for more examples.
- Check Travel policy for students to see if you need permission to travel (available at the APS website under Education/Links). You may ask the APS secretary (Lia Verheijen) for help.
- Take care of insurance matters, applying for visa and other official matters well in advance. Check the SSC site for the issues you are insured via the University. The APS-secretariat can provide standard letters for e.g. insurance matters, OV-season ticket compensation, and a supporting letter for applying for a visa.
- When internship takes place in an English-speaking, French-speaking, Spanish-speaking or Portuguese-speaking country, pay attention to fluency skills. Particularly when fieldwork is to be done, two courses of Spanish, French or Portuguese should be followed at the language centre Wageningen in'to Languages. Language courses costs will not be covered by APS. Usually the current level of English language skills will suffice.
- In contacts with the internship provider pay attention to costs of room and board. Sometimes the intern receives a fee, but do not rely on it. The costs of living and accommodation are in most countries considerably higher than in the Netherlands. For an overview of funds and grants that can be applied for, you can consult the SSC site (links are also available via the APS website under Education). For internships in the tropics passing Analysis and prevention of health risks in the tropics (ENT-50303) is highly recommended.
- For an internship abroad it is wise to have the address and phone number of the Dutch embassy, in case problems with disease, accidents, war, etc. arise. There are representatives of the Ministry of Economic Affairs, Agriculture and Innovation at some embassies. DGIS (of Ministry of Foreign Affairs) has representatives in a limited number of countries.

5.4 Internship

The institute at which the intern is working is responsible for the activities of the internship. The supervisor on location determines what activities are possible and done. Make agreements at the beginning about the frequency of supervision and who can help you if your supervisor is not present. You can put this down in the internship contract (available

via the APS website). Try to join the meetings of the institute as often as possible, so that you also get to know the background of the research, teaching, extension or commercial activities. Besides contacts with the supervisor, it is desired to pay visits to other staff members to get to know the organisation. The annual reports and publications will give an adequate picture. It is wise to keep a logbook, as with all research. The notes you make can be the basis for the report.

During your internship you have to contact your APS-supervisor (once) to inform him/her about the progress of your research and whether your personal learning goals and expectations can be fulfilled. If you experience difficulties during the internship that cannot be discussed with your local supervisor, do not hesitate to contact your APS-supervisor who is there to help if needed. Towards the end, make sure to send your concept report and personal reflection in time, so there is sufficient time to review and implement the feedback.

When you do an internship (or do a thesis project at the request of an external organisation) you will notice that there are different manners with and among staff than at the university. The country's culture and that of the organisation may differ from what you are used to in the Netherlands. If it is to be a successful internship, you better adept and at least appreciate the customs. Other organisations almost always have more formal and hierarchic cultures. When you first contact supervisors, for example, use formal terms of address. Only after knowing someone better you can agree on using first names, titles et cetera in the working situation. It should be at your supervisor's instigation, however (higher in rank).

At the end of the internship the local supervisor receives an evaluation form via e-mail. A judgement is asked about: knowledge and perception, showing initiative, organisation and planning, oral communication, written communication, informal communication. Also the supervisor is asked whether they want to receive other APS-students in the future.

5.5 Report of internship

5.5.1. Contents and size

The report should be written in English, except if the internship has taken place in the Netherlands; then the language is allowed to be Dutch (if agreed by the APS supervisor). For the cover a mandatory standard is available at Theo Viets (theo.viets@wur.nl). The copy costs are at the expense of the students. Make sure that your report has been finished before you go back to Wageningen.

The internship report presents a picture of the situation in which the internship took place. The size is at least 10 and at maximum 25 pages. The report has to include the following aspects:

- description of the organisation with mission statement, vision, organisation, programme of activities, target group and communication.
- description of animal production in the region or country. This may be limited to one sector. A good approach is to compare the sector with the Dutch sector you are interested in, and put it into perspective (together with the description of the organisation, this part is a maximum of 1 page).
- description of your research project activities with the results achieved. This will be structured as a research report, and is part of your internship report.

In a separate file you should write a personal reflection on your experiences, including your learning goals and expectations (maximum of 3 pages).

5.5.2. Assessment

The internship report is presented to the local internship supervisor and prepared for the internship supervisor at APS. The APS-supervisor judges the quality of the internship report and gives feedback. If needed corrections have to be made before it can be discussed with the examiner. If the report is of sufficient quality the final version is handed in to the internship supervisor at APS within 3 months after the end of the internship. For a discussion of the report and the evaluation your supervisor will organise an appointment with an APS staff member for you.

The assessment will be according to the university assessment form (Appendix III). This involves that a pilot plan for the internship is made together with the receiving institute and the APS-supervisor, that a research report is handed in and that the student is examined like a minor or a major thesis including a presentation of the results. This should be put down in the internship contract. The final grade is submitted to SSC after all elements have been finalised.

Copying (parts) of websites or reports is plagiarism and legally prohibited. It does not add anything to the aim of the internship and is therefore not accepted as part of the report.

5.6 Presentation

Students have to present their internship research in a research meeting (RESEMEET) with APS-students and supervisors and also at the internship location. Your APS-supervisor arranges a date for a presentation with Fokje Steenstra. Many times RESEMEETs are fully booked. If you want to graduate soon after finishing your internship, make sure that you are back in Wageningen at least three weeks before the final due date for registering grades.

RESEMEETs are regularly held on Thursday mornings, during which the official language is English. The aim is to exchange experiences and learn from other research projects. Resemeets are usually announced by e-mail two weeks ahead as well as via the agenda of the APS website.

For the internship presentation 15 minutes is reserved. The student is expected to fill that time and not to exceed the time limit. After the presentation 10 minutes is reserved for questions from and discussion with the audience. Tips and guidelines for the presentation are given in Appendix V. For the presentation of the internship a 2-pages English summary should be prepared and approved by the internship APS-supervisor. The summary should be sent before 8.00 am of the day of the Resemeet by mail to Fokje Steenstra. The presentation is assessed by two staff members on contents, use of media, clarity, language, contact with the audience (Appendix VI). In addition suggestions on how to improve are given. After the presentation the student will also receive a mark, which will be included in the final mark for the internship.

A contribution of your experiences to the magazine “de Veeteler” is also highly appreciated and helps students to make decisions about their internship.

A brief overview of the complete internship procedure is given in Appendix VIII.

5.7 Information about local conditions

There are many websites that provide information, such as www.lcr.nl, www.dereisdokter.nl, www.lonelyplanet.com, www.minbuza.nl/reizen, vaccinatiecentrum.nl on tropical diseases, vaccination costs, health and tourist sites and the political situation.

5.8 Special situations

Sometimes there are unforeseen circumstances. Between the end of 1999 and today we have had to cope with SARS, terrorism, wars, but also with a sudden leave or disease of the local supervisors. Please stay in contact with the Dutch embassy and the internship coordinator when such circumstances occur and always follow their advice. Occasionally Wageningen University can order you to leave the country, due to a specific situation in the country of presence. Always follow these instructions. If there are problems with your local supervisor, you should contact the APS-supervisor.

APPENDIX I Contents of the research plan

- * *Data*
 - name student
 - name, number and number of ects of thesis
 - name supervisor(s)
 - agreements on supervision (if different departments)
 - place of realisation (if not with department)

- * *Title research*

- * *Introduction*
 - brief outline of the problem based on literature
 - importance of the subject
 - delineation of the problem including system and context description and boundary definition
 - definition of the problem

- * *Materials*
 - description of the data

- * *Methods*
 - description of the research methods

- * *Plan of work*
 - a realistic time schedule

- * *Cooperation*
 - students or other cooperating persons

- * *Remarks*
 - possible additional remarks that are important

APPENDIX II Layout of internship report

10-25 pages text (excluding appendices and personal reflection).

- * Cover - layout is similar to title page, standard layout (mandatory), to be obtained from supervisor or Theo Viets

- * Title page
 - title
 - name student
 - student registration number
 - date
 - specialisation
 - course code thesis

- * Summary - summary of the research in English (not covering organisation and personal part)

- * Description of organisation or company, animal sector in region/country

- * Introduction
 - reason for research
 - discussion on literature
 - definition of the problem

- * Materials - description of the set-up of the research and of the data used

- * Methods - description of the methods used

- * Results - description of the results on the basis of tables, figures, with interpretation

- * Discussion - critical discussion of the results, from which an answer to the problem should emerge

- * Conclusions - on the basis of the discussion a number of conclusions are formulated

- * References - arranged according to scientific journals, websites including date of reference and other information (for example, oral communication, newspapers and scientific journals)

- * Appendices

- * Personal reflection on learning goals and expectations (max 3 pages)

Remark: This is a standard layout; variations are possible, such as combining materials and methods, or combining results and discussion. If the research concerns a literature search, the layout may also differ.

APPENDIX III Assessment form

Assessment internship Wageningen University

Name chairgroup (three letter code)	APS
Name student	
Registration number	
MSc programme	
Specialisation	
Course code internship	APS-704..
Short title internship	
Date internship contract	
Date examination	
Name supervisor chair group	
Name supervisor internship provider	
Name and address internship provider	
Name and signature examiner internship	

Learning Outcomes

A Professional skills*

- 1 Initiative and creativity
- 2 Insight in functioning of another organisation
- 3 Adaptation capacity
- 4 Commitment and perseverance
- 5 Independence
- 6 Handling supervisor's comments and development skills
- 7 Time management

Grading Mark 1-10

Relative weight *

35%

mean

B Report internship*

- 1 Formulation goals, frame work project
- 2 Theoretical underpinning, use of literature
- 3 Use of methods and processing data
- 4 Reflection on results
- 5 Conclusions and discussion
- 6 Fluency of language and writing skills

35%

mean

C Self reflection on internship*

- 1 Report on self reflection

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20%

mean

D Presentation*

- 1 Presentation: graphs, powerpoint
- 2 Oral presentation and defence

5%

mean

E Examination *

- 1 Defence of the report
- 2 Reflection on the internship

5%

mean

TOTAL (weighted)	mean
FINAL GRADE	

APPENDIX IV RESEMEETs (RESEarch MEETing) attendance

Student name:	
Thesis ECTS:	
Start date thesis:	
Examination date:	
Percentage RESEMEETs attended: out of = % ¹	
Proposal presentation on:	
Colloquium on:	
Other RESEMEETs during the thesis period ² :	Attended: Yes/No (if No, give reason)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

¹: minimum percentage should be 80% to be able to do the oral exam

²: fill all dates for RESEMEETs that were organised during your thesis period

APPENDIX V Tips and rules RESEMEET (RESEarch MEETing)

- * Spoken language is English. Therefore, everything has to be prepared in English. If only Dutch-speaking people are present, you can present in Dutch.
- * In a RESEMEET you present your research proposal, thesis results (colloquium), or your internship research results.
- * Total time for a Research proposal is 20 minutes, of which 9-10 minutes for the presentation, and 10 minutes for discussion. Total time for the Colloquium is 30 minutes, of which 18-20 minutes for the presentation and 10 minutes for discussion. Total time for the Internship presentation is 25 minutes of which 14-15 minutes for presentation and 10 minutes for discussion. Fill your presentation time, but do not exceed, so practice.
- * Before 8.00h on the day of the presentation an English summary of at most two A4, or for a colloquium a 350 words abstract (please add name, research title, etc.) must be handed in (by email) at Fokje Steenstra (room E2210; phone 483651). This will be copied as a hand-out. Guidelines for the summary are given below.
- * You have to be present at least 15 minutes before the first presentation of your RESEMEET session starts. You can put your presentation on the pc present in the room.
- * During your thesis period **you're obliged to attend $\geq 80\%$ of the Resemeets**, including the two in which you will present your research. The aim is to exchange and learn from other research projects. If necessary, call off at your supervisor.

Contents summary research proposal:

The emphasis will be usually on the introduction, method(-s) and materials.

Title, subtitle(-s)

Name student and supervisor(-s)

Code thesis and credit points

Introduction

Research questions/objectives/hypothesis

Method(-s) and material

Time schedule

Contents summary internship:

The emphasis will be usually on the results, discussion and conclusions.

Title, subtitle(-s)

Name student and supervisor(-s)

Code internship and credit points

Introduction

Research questions/objectives

Method(-s) and material

Results

Discussion

Conclusions

Recommendations

NOTE:

During your presentation, keep in mind that the audience wants your attention (instead of admiring your own sheets and showing your back)

APPENDIX VI Presentation Assessment form

Observation presentation MSc proposal/colloquium

APS 2018

Student:

Observer:

Content (complete and clear presentation of..)

Mark:

	Poor	Sufficient	Good ¹
Introduction of subject	Poor	Sufficient	Good ¹
Objective of research	Poor	Sufficient	Good
Explanation of methods	Poor	Sufficient	Good
Results	Poor	Sufficient	Good
Discussion of research	Poor	Sufficient	Good
Conclusions and recommendations	Poor	Sufficient	Good
Handling of questions	Poor	Sufficient	Good

Remarks:

Presentation skills

Mark:

	Poor	Sufficient	Good
Opening and ending of presentation	Poor	Sufficient	Good
Structure / outline presentation	Poor	Sufficient	Good
Layout / readability sheets	Poor	Sufficient	Good
Language / clear / phrase	Poor	Sufficient	Good
Audibility	Poor	Sufficient	Good
Enthusiasm / liveliness	Poor	Sufficient	Good
Tempo / short breaks	Poor	Sufficient	Good
Time management	Poor	Sufficient	Good

Remarks:

General compliments and/or tips:

¹ Good does not necessarily mean excellent

APPENDIX VII ECTS and thesis/internship working time

1 ECTS is the equivalent of 28 hours student working time. Wageningen University assumes that students following courses have a working week of 42 hours (excluding breaks), hence covering 12 ECTS in 8 weeks.

At most places, however, employees have a working week of 40h. The following table translates the ECTS to working weeks of 40 hours, so you know the period of your thesis and/or internship.

ECTS	weeks (40h)
6	4.2
12	8.4
24	16.8
27	18.9
30	21
33	23.1
36	25.2
39	27.3

APPENDIX VIII Overview time line internship

See text in chapter for details.

6 months before planned start of internship:

- Contact APS secretariat for appointment with prof. de Boer, and bring your own ideas
- After confirmation of internship location, start organising permission (if needed) and other travel and housing arrangements

1 month before start:

- Contact your APS supervisor for an appointment and start filling the internship contract, including a.o. your learning goals

During your internship:

- In the first week complete filling and signing of your internship contract
- Work on your research and join other activities at the internship location
- Keep your APS-supervisor updated once in a while
- Ask regularly for feedback from your local supervisor
- Start writing

Last month:

- Send draft report and reflection to your APS-supervisor for feedback (unless agreed otherwise) and finalize it
- Check with your local supervisor whether your results are confidential
- Your APS supervisor will contact your local supervisor to ask for an evaluation of your internship
- Ask your APS-supervisor to plan a presentation date and (if report is of sufficient quality) an oral exam for you

After internship:

- Present your research in a Resemeet
- Have the oral exam
- Submit the final version of report and reflection so your mark can be passed