

Step	What?	Who?		
1 - Registration	<ul style="list-style-type: none"> One or two months before you start the internship, mail BMO secretariat (office.bmo@wur.nl) to make an appointment for an intake with the internship coordinator. Prepare for the meeting by reading the Internship Course Guide. Be aware that BMO only supports the research internship (not the professional internship) 	Student		
2 - Intake	<ul style="list-style-type: none"> Intake with BMO internship coordinator to be informed about the internship trajectory and requirements. Internship coordinator assign a WU supervisor. 	Student	Internship coordinator	
3 - Start of Internship	<ul style="list-style-type: none"> Fill in the Internship Agreement BMO* or Stageovereenkomst BMO* and send it to the internship host to be completed and signed. This is an agreement between Wageningen University and internship host. Sent the fully filled-out agreement to office.bmo@wur.nl. BMO secretariate arranges that the contract will be signed by the right person at Wageningen University, will store the contract and will share it with student and internship host. 	Student	BMO office	
	<ul style="list-style-type: none"> Fill in the Internship Learning Agreement BMO* together with the WU supervisor. It may take a few iterations before the learning agreement is finalised. Have it signed by the WU supervisor. The WU supervisor will invite a colleague to perform the role of examiner. 	Student	WU supervisor	
	<ul style="list-style-type: none"> Register for the internship at SSC. After BMO secretariate has received both agreements from you, the Internship will be registered through Osiris by the secretary of BMO. 	Student	BMO office	
4 - Supervisors Meeting	<ul style="list-style-type: none"> Organise a meeting (in person or online) among you, the WU supervisor and the host supervisor, in the first or second week of the internship. This meeting is to align all expectations about the tasks and outcomes of the internship. 	Student	WU supervisor	Host supervisor
5 - Progress Evaluation	<ul style="list-style-type: none"> Send an email to the WU supervisor about your wellbeing, progress, personal goals and your plans, at least once a month. Discuss progress after 6-8 weeks with WU supervisor. Use progress evaluation form*. WU supervisor sends progress evaluation form to BMO secretariate. 	Student	WU supervisor	

<p>6 – Organize Colloquium</p>	<ul style="list-style-type: none"> • Agree with WU supervisor on a day, time and location for the colloquium at the university. This university presentation can be substituted by a presentation at the internship provider, under the condition that the WU supervisor is present (online presence is allowed). 	Student	WU supervisor	
	<ul style="list-style-type: none"> • Send the Presentation Form to BMO secretariat (with cc to WU supervisor and examiner). 	Student		
<p>7 – Submission of the report (ultimately one week before the defence)</p>	<ul style="list-style-type: none"> • Submit the internship report and the personal development report to the WU supervisor. All documents contain student name and number, internship code, study program, specialisation, internship host organisation and supervisor, date of defence, confidential or not. 	Student		
	<ul style="list-style-type: none"> • Ask the host supervisor to evaluate your performance, using the Internship evaluation form for internship provider*, and to send this form to the WU supervisor. • WU supervisor will thank the host supervisor for the internship opportunity and the supervision 	Student	Host supervisor	WU supervisor
	<ul style="list-style-type: none"> • Send internship report to the BMO secretariat 	Student		
<p>8 – Presentation and Defence</p>	<ul style="list-style-type: none"> • Presentation ('colloquium'): present the results of your internship project to fellow students and WU supervisor and examiner. • Have a final defence with supervisor and examiner. The supervisor and examiner will fill in the marks in the "Internship Assessment Form". 	Student	WU supervisor	Examiner
<p>9 – Registration of the grade</p>	<ul style="list-style-type: none"> • The WU supervisor will send the Internship Assessment Form to the BMO secretariat. 	WU Supervisor		
	<ul style="list-style-type: none"> • BMO secretariat will upload the grade in Osiris 	BMO Office		
	<ul style="list-style-type: none"> • The BMO secretariat will send a scan of the Internship Assessment form to student and university supervisor. 	BMO Office		

* : All forms can be found on the BMO website for internships: <https://www.wur.nl/en/Research-Results/Chair-groups/Social-Sciences/Business-Management-Organisation/Education/Internship.htm>