

Internship at Wageningen University

Course guide

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Profile of the course

The aim of the academic internship is that you experience the institutional, entrepreneurial, and labour reality of a possible first academic working environment of a recently graduate from your study programme. The internship provides you the opportunity to work outside Wageningen University at a host organisation, e.g. a company, public institution, consultancy firm, research organisation, another university or nongovernmental organisation, thereby broadening your academic horizon. The host organisation/work should be of sufficiently high academic standard to reflect the desired level of Wageningen graduates. You for example make a policy document, communication plan, evaluation report, landscape design, education or communication material or perform a research project.

Contact persons, examiners

Mention here the contact persons and examiners of the chair group.

Study load

A student may perform an internship with a study load of 24, 27, 30, 33, 36, or 39 credits (EC) dependent on the study programme.

Learning outcomes

After completion of the internship you are at least expected to be able to:

- apply knowledge and skills acquired during the course of study;
- execute certain professional skills better
- work independently and with a feeling for the organisation;
- expand your professional network.

Next to the above mentioned learning outcomes you should formulate your own more specific, personal learning outcomes in conversation with your supervisor. You discuss how you can exercise and get feedback on your specific, personal learning outcomes. These specific, personal learning outcomes are part of the Wageningen University Contract and Learning Agreement for internships (see Appendix A).

Prerequisite knowledge

Specific requirements for each programme can be found in the Study Handbook. In addition, you should be officially subscribed as MSc student of Wageningen University.

How to find an internship?

There are two ways to find an internship. You can ask the contact person education (see Study Handbook) of a chair group of your interest whether they can provide you with some internship possibilities. Another possibility is that you find an internship project yourself and arrange approval by a chair group. In that case you have to find a chair group that is closely related to the subject of your internship. If you have no clue which chair group is the most suitable for supervision you can contact your study advisor. In both cases, part of the learning process is that you organize all arrangements with the internship providing institute yourself (see the checklist for organizing an internship).

Supervision

During your internship you will have two supervisors. The internship supervisor (on behalf of the host institution) will guide you on your work activities and give feedback on your performance. In addition, you have a Wageningen university supervisor with whom you should regularly discuss the progress in your work activities at the internship.

Which chair groups are allowed to supervise my internship?

Consult the description of your MSc programme in the Study Handbook and your study advisor to inform yourself on the chair group(s) that are/is allowed to supervise your internship. It is also possible that you find an internship that does not meet this criteria, but which is in your opinion very relevant for your programme. In that case, you should contact your study advisor and ask for agreement by the Examining board.

Educational activities

During your internship you will work on a project in the context of an organisation. You will have a position as an 'employee' on an academic level. Your internship should be concluded by the writing of two reports; one about your personal development (the reflection paper) and one about the results of your internship.

Report on results

Your internship supervisors should support you during the writing of your report on the tasks done during the internship. In the introduction of the report you write the goals and framework of the internship project supported by a theoretical underpinning with literature. In addition, the report should contain a description of the methods used during the internship and if applicable the obtained data/used body of knowledge. Finally, the report should contain the results of your internship project, a conclusion and discussion. If necessary, this can be a confidential report that only may be read and filed by the Wageningen University supervisor and examiner.

Self reflection on internship

Next to this report you have to write a report in which you reflect upon the internship itself (i.e. organisation, company, country, etc.) and upon the personal learning outcomes you formulated yourselves in conversation with the university supervisor. The personal reflection report should describe your personal development during the internship and your goals for further development

Questions on the learning outcomes you have to answer are questions, like:

- what were the most important learning outcomes for you?
- what activities did you perform to attain these learning outcomes?
- how do you evaluate your performance on these activities?
- what are your feelings on your performance on these activities?
- could you have done things in another way? And if so how?
- what did you experience as your strong and weak points in this working environment?
- how can you improve your weak points?
- what gaps do you identify in your knowledge and skills in your professional development?
- what was the contribution of results to the goals of the organization/the larger project the internship was a part of?

For this report students will be guided by the university supervisor.

Oral presentation

After finishing your internship you should give a presentation about your internship for the host organisation with at least the internship supervisor present and/or at the university.

Examination

After finishing your report, the self reflection report and the oral presentation you will have an oral examination with your Wageningen University supervisor or the examiner of your internship, possibly the internship supervisor is present as well. They will evaluate to what extent you master the subject of your internship and the quality of your reflection on the internship project.

Assessment of the internship

Wageningen University is responsible for the assessment and grading with a mark. The internship supervisor provides advice about the mark. However, the advice from your host supervisor might differ from the mark given by Wageningen University due to differences in

expectations and assessment of your work between the supervisors and differences in grading levels between organizations and countries.

For the evaluation of the performance of the student by the internship supervisor a form is given in appendix B.

Wageningen University supervisors assess students based on an evaluation of the performance of the student by the internship supervisor and on both reports, including an evaluation interview with the examiner. For the assessment Wageningen University supervisors use the form Assessment Internship Wageningen University; see appendix C and D.

In appendix E you can find an assessment tool which is called a Rubric that may be used as a guideline to determine the mark for your internship.

Insurance

A 'normal' traveller's accidents and luggage insurance might not be sufficient if you go abroad for studying (and therefore the WUR traveller's accidents and luggage insurance is offered). Students can take out a (free) traveler's accidents and luggage insurance if they go on an internship abroad. For more information about this insurance go to SSC. If you are planning to travel after your internship you should make sure that you take out a travellers insurance for that purpose. It is always unwise to have two insurances at the same time as they might start to fight about who of them should pay for an accident. So cancel your own (continuous) traveller's accidents and luggage insurance during your study period abroad, but make sure that you have one at the moment you are planning to travel after your internship.

Students have to take out a health insurance with world coverage themselves.

All students are automatically insured for liability insurance (=WA verzekering) during study activities (lab work, field work etc.), but not during their leisure time.

For international students studying at Wageningen University special arrangements are made regarding insurances. For more information they should contact the SSC.

Grants

For more information about grants see the following websites:

<http://www.beursopener.nl/content/index.asp> (unfortunately in Dutch only) and <http://www.wageningenuniversity.nl/UK/informationfor/Current+students/Links/Funding+fellowships+and+grants/>.

Checklist for organizing an internship

For all internships:

- ✓ Find an internship
- ✓ Find a supervisor
- ✓ Fill in Wageningen University Internship Contract and Learning Agreement together with Wageningen University supervisor and internship supervisor
- ✓ Hand in Wageningen University Internship Contract and Learning Agreement at:
 1. the secretary of the supervising chair group
 2. the study advisor of your study programme.
- ✓ If applicable fill in the internship contract of the host institution

For internships abroad:

- ✓ If possible apply for grants
- ✓ Arrange proper insurances
- ✓ Make sure you have the right vaccinations for the country you are travelling to.
- ✓ Apply for a visa
- ✓ Arrange tickets
- ✓ Arrange housing
- ✓ Fill in the form 'OV studentenkaart buitenland' and hand in your OV card in order to receive a refund of travelling costs (for Dutch students only)

Attached:

- appendix A: Wageningen University Internship Contract and Learning Agreement
- appendix B: Example of a form for the evaluation of the performance of the student by the internship supervisor
- appendix C: Assessment form for internships at Wageningen University
- appendix D: Manual for use of MSc-internship assessment rubric (version 1.0) to be used in conjunction with the thesis evaluation form of Wageningen University
- appendix E: Rubric for the assessment of internships.

Appendix A. Wageningen University Internship Contract and Learning Agreement

This Internship Contract and Learning Agreement serves to lay down the agreement on the internship between the student, the employer and the university.

Signed copies have to be sent to the student and his/her study advisor, the supervisors on behalf of the employer and university.

Internship contract (hereinafter: “the Contract”)

Parties :

Student

Last name: _____ (hereinafter: “the Student”)
First name: _____
Gender: _____
BSN (‘sofinummer’): _____
Date of birth: _____
Place of birth: _____
Address: _____
Postal code and town: _____
Telephone number: _____
Nationality: _____

Internship provider

Name: _____ (hereinafter: “the
Employer”)
Address: _____
Postal code and town: _____
Country: _____
Represented by: _____
Email representative: _____

University

Name: _____ Wageningen University (hereinafter: “the University”)
Address: _____ Post office box 9101
Postal code and town: _____ 6700 HB Wageningen
Country: _____ The Netherlands
Chair group: _____
Represented by: _____
Email representative: _____

Whereas:

1. the Student is registered at the University based on a teaching agreement;
2. an internship

is part of the master programme:

Article 1.

The internship will start on _____ and will end
on _____

The Employer shall offer the Student the opportunity to have a internship at its offices /premises. The Employer shall only assign those tasks to the Student that have a clear relationship with the objects of the internship as described article 2. The internship shall be at [_____]. The time to be spent at the work placement is in accordance with normal full

time working hours, except if it is agreed otherwise and not contrary to employment legislation for youngsters.

Article 2.

The subject/topic of the internship is entitled:

.....

The university code of the internship is:

.....

The internship programme (description of the project) is attached as annex 1 to this Contract. This programme may be changed from time to time pursuant to a written agreement between the Employer, the University and the Student.

In a Learning Agreement, attached as annex 2 to this Contract, the Student and the (supervisor of the) University have laid down the arrangements made in respect of the learning outcomes and the assessment of the internship.

Article 3.

The internship supervisor at the side of the Employer is:

.....

Article 4.

The supervisor¹ at the side of the University is:

.....

Article 5.

The Student shall write a report and a self reflection paper (that can be included in the report or a separate paper) at the end of his/ her internship. Moreover the Student shall give a final oral presentation about his/her internship at the University and/or (if agreed so) at the work placement. The Student shall send both the report and a PowerPoint paper of his/her presentation to the University.

Article 6.

The internship supervisor at the side of the Employer shall fill in an evaluation form on the performance of the Student. The final assessment and marking is the responsibility of the supervisor at the side of the University.

Article 7.

The Student shall meet the requirements of the Employer regarding safety, health, labour hours/ holiday and confidentiality, etc.. If requested so by the Employer the Student and the Employer shall conclude a secrecy agreement, provided however that the Student always keeps the right to present the results of his/her internship on the way as described in article 5. In the event of a conflict between the terms of such secrecy agreement and the terms and conditions of this Contract, the latter shall prevail.

Intellectual property rights being the results of the internship will belong to the Employer. However, the Student has always the right to publish these results in the way as described in article 5. In the event that (part of) these results must be kept confidential for reasons of vesting an intellectual property right in the name of the Employer, the latter may request that dissemination of the relevant results will take place in a closed assessment meeting.

Article 8.

¹ This can be another staff member than the representative of the chair group.

The Student must inform both supervisors on absence and return from absence.

Article 9.

In the performance of the activities being part of the internship, nor the Student, nor the University will be liable towards the Employer and/or any third party for any damage or loss, provided however that the Student is liable for damage or losses being the result of willful conduct or gross negligence.

The Employer shall indemnify and hold the Student and the University harmless for third party claims in respect of direct and indirect damage and losses.

The Employer shall take care for an adequate insurance of the Student similar to the one which is in place for its employees. Anyhow the Employer shall take care for a proper health care insurance.

Anyway the University has taken out a liability insurance on which policy the liability (if any) for both the University and the Student is covered.

Article 10.

The Employer is responsible for the withholding of (income) taxes and premiums for social security and premiums as far as applicable and shall indemnify and hold the Student and the University harmless for third party claims to that extent.

Article 11..

In case of accidents either at work or on the way to or from work, the Employer undertakes to send all the necessary documents, as soon as possible, to the supervisor at the side of the University, whose responsibility it is to complete the required formalities.

Article 12.

The Student receives a gross allowance of monthly at a fulltime workweek:

€

The allowance for travelling is:

€

The holiday allowance is:

€

Other allowances

€

Article 13.

This Contract will terminate automatically:

1. at the end of the internship period as referred to in article 1;
2. at the moment that the Student is not registered anymore as a student of the University;
3. upon mutual written consent between the Student, the Employer, and the University.

Article 14.

The Employer may early terminate this Contract after consultation of the Student and the University if the Student does not perform pursuant the terms of this Contract, more specifically if the Student acts in violation with the rules as referred to in article 7, provided however that the Employer has issued a prior written warning to the Student.

Article 15.

In case of conflicts the Student shall try to solve the problem with the supervisor on the side of the Employer. If they do not reach a solution of the problem(s), the problem will be discussed with supervisor on the side of the University.

Article 16.

This Contract shall be governed by Dutch Law. General terms and conditions of the Employer, whatever named, shall not be applicable to this Contract. Disputes will be amicably

settled between the Parties. If an amicable solution cannot be reached the Civil Court in Arnhem, the Netherlands, will be the competent court

Agreed and signed by

Employer

Student

Wageningen University

Place:

Date:

Learning Agreement²

The specific learning outcomes for this work placement are:

The requirements on the report of the work placement are:

The excel form [Assessment Internship Wageningen University³](#) will be used.

The percentages used in the assessment form will be:

Learning outcomes (assessment criteria)	percentage
A. Professional skills	
B. Report internship	
C. Self reflection on internship	
D. Presentation	
E. Examination	

The assessment will be done in week _____

Agreed and signed by

Student

University supervisor

² This is an agreement between the student and the university supervisor.

³ <https://portal.wur.nl/sites/owi/kwaliteitszorg/Policy%20Documents%20and%20Forms/Internship%20Assessment%20form.xls>

4. Judgement on the student from the internship supervisor:

(Mark a category, if possible, the personal skills mentioned below)

For a description of the marks within these categories use the rubric in Appendix E.

Assessment of professional skills	2-3	4-5	6	7	8	9-10
Initiative and creativity						
Insight in functioning in another organisation						
Adaptation capacity						
Commitment and perseverance						
Independence						
Handling supervisor's comments and development skills						
Time management						
Presentation; graphs, structure						
Oral presentation and defence						

5. Student's opinion about his/her future career

(and the advice of the internship supervisor(s))

Name and signature of the internship supervisor

Name and signature of the student

Date: _____

Date: _____

To be filled in by Wageningen University:

Name and signature of the responsible internship coordinator of Wageningen University.

Date:

Course code:

Appendix C: Assessment Internship Wageningen University

Assessment internship Wageningen University		
Complete the single lined fields (use decimal point or comma, depending on the language setting)		
Name chairgroup (three letter code)		
Name student		
Registration number		
MSc programme		
Specialisation		
Course code internship		
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 (20-50%)*	Grading Mark 1-10	Relative weight*
1 Initiative and creativity		
2 Insight in functioning of another organisation		
3 Adaptation capacity		
4 Commitment and perseverance		
5 Independence		0.0
6 Handling supervisor's comments and development skills		
7 Time management		
B Report internship (20-50%)*		
1 Formulation goals, frame work project		
2 Theoretical underpinning, use of literature		
3 Use of methods and processing data		
4 Reflection on results		0.0
5 Conclusions and discussion		
6 Fluency of language and writing skills		
C Self reflection on internship (10-30%)*		
1 Report on self reflection		0.0
D Presentation (5%)*		
1 Presentation: graphs, powerpoint		
2 Oral presentation and defence		0.0
E Examination (5%)*		
1 Defence of the report		
2 Reflection on the internship		0.0
* Choose rel. weights to a total of 100%		
FINAL GRADE		0.0
Comments internship provider		
Comments examiner		

<https://portal.wur.nl/sites/owi/kwaliteitszorg/Policy Documents and Forms/Internship assessment form.xls>

Appendix D: Manual for use of MSc-internship assessment rubric (version 1.0) to be used in conjunction with the thesis evaluation form of Wageningen University

User instructions

- The assessment form has the form of an analytic rubric (see e.g. Andrade (2005), Reynolds *et al.* (2009), URL1, URL2). Each line discusses one **criterion** for assessment. Each column gives a **level** for the grading. Each cell contains the **descriptor** of the level for that criterion.
- The criteria in the rubric exactly follow the items presented in the Excel worksheet “Internship evaluation Wageningen University” constructed by the OWI. In a few cases the criteria in the original thesis evaluation document were split into two or more parts because the description of the criteria clearly covered different subjects. The average mark for the different subject should be given in those cases. A mark should be given for all items mentioned in **bold**.
- Since the final mark is composed of so many criteria, the scores on individual criteria should be discriminative. Not all levels are equally broad in marks. Since the final marks of theses usually range between 6 and 9 individual levels have been established for the marks of 6, 7 and 8. When performance is at the 9-10 level, decide whether the student is on the low edge (9) or high edge (10) of this level. Descriptions at the 9-10 level tend to describe the ultimate performance (10). Hence, if a student performs well above 8, but below the description at the 9-10 level, a 9 would be the appropriate mark.
- Keep in mind that each line in the rubric should be read independently: it could be that a student scores a 2-3 on one criterion and a 9-10 on another.
- Always start at the lowest mark, and test if the student should be awarded the next higher mark. In some cases achievements of a next lower level are not repeated at the higher level (i.e. the lower level achievements are implicit in the higher levels). Furthermore, if a level has a range of marks, choose the most appropriate one (consider the description of the level of performance as a continuum, rather than a discrete description).
- Wherever the student is indicated as ‘he’, one can also read ‘she’.
- Please report any positive or negative experiences and suggestions to marjolijn.coppens@wur.nl.

Remarks

- The main intention of using a rubric is enhance homogeneity of assessments and the ability to communicate about assessments both with students and with colleagues. Furthermore, it clarifies to students the expectations of the supervisor and helps the supervisor to structure feedback during the process of thesis research.
Although the intention is to homogenize the process of assessment, it should be noted that even with the use of a rubric some arbitrariness will remain.
- We suggest that all main categories (groups of criteria: research competence, thesis report, colloquium, examination) should have an assessment of 'sufficient' (i.e. a '6') before the total thesis work can be considered as sufficient. So, no compensation between main categories is possible to obtain a final mark of '6'.
- Author of the rubric: Marjolijn Coppens, with valuable contributions from Arnold F. Moene, Ralf Hartemink, Jan Philipsen, Maria Smetsers, Paul Hebinck, Tjeerd Jan Stomph, Judith Gulikers.

References

Andrade, H.G, 2005. Teaching With Rubrics: The Good, the Bad, and the Ugly. *College Teaching* **53**, p. 27-31.

Reynolds, J., R. Smith, C. Moskovitz and A. Sayle, 2009. BioTAP: A Systematic Approach to Teaching Scientific Writing and Evaluating Undergraduate Theses. *Bioscience* **59**, p. 896-903.

URL1: <http://jonathan.mueller.faculty.noctrl.edu/toolbox/rubrics.htm> (last visited November 17, 2009).

URL2: [http://en.wikipedia.org/wiki/Rubric_\(academic\)](http://en.wikipedia.org/wiki/Rubric_(academic)) (last visited November 17, 2009).



Appendix E: Rubric for assessment of MSc-Internship

Author: Marjolijn Coppens with contributions of Arnold F. Moene, Judith Gullikers, Jan Philipsen, Maria Smetsers, Paul Hebinck, Tjeerd Jan Stomph, Ralf Hartemink.

Based (in part) on 'Rubric for assessment of MSc-thesis' by Arnold F. Moene (Version: 1.0)

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Item	Mark for item					
	2-3	4-5	6	7	8	9-10
A. Professional skills (20-50%) *						
1.1. Initiative and creativity	Student shows no initiative or new ideas at all.	Student picks up some initiatives and/or new ideas suggested by others (e.g. supervisor), but the selection is not motivated.	Student shows some initiative and/or together with the supervisor develops one or two new ideas on minor parts of the project.	Student initiates discussions on new ideas with supervisor and develops one or two own ideas on minor parts of the project.	Student has his own creative ideas.	Innovative methods and analysis of information/data. Possibly the idea for the project has been formulated by the student.
1.2 Insight in functioning of another organization	Student shows no insight in functioning of the organization.	Student shows no insight in functioning of the organization.	Student is able to draw an organization chart of the organization.	Student is able to indicate the position of the team within the organization as a whole.	Student is able to indicate the responsibilities of the different units within the organization.	Student knows how changes are realized in the organization.
	Student doesn't ask for help from the internship provider in case it is necessary.	Student doesn't ask for help from the internship provider in case it is necessary.	Student gets things (e.g. receiving information, organizing material facilities, etc.) done within the team only via internship supervisor.	Student is able to get some things (e.g. receiving information, organizing material facilities, etc.) done within the team. If necessary, the student asks for help of the supervisor to get things done within the team.	Student is able to get things (e.g. receiving information, organizing material facilities, etc.) done within the team independently.	Student is able to independently implement changes that affect the whole team.
1.3 Adaptation capacity	Student doesn't adapt and gives an impression of apathy or is often involved in disputes or arguments.	Student doesn't adapt and gives an impression of apathy or is often involved in disputes or arguments.	Student knows the do's and don't in the new work environment.	Student accepts how things go within the new work environment.	Student is able to adapt to the new work environment.	Student adapts easily to the work environment within the limits of his personal values.
1.4 Commitment and perseverance	Student is not motivated. Student escapes work and gives up regularly	Student has little motivation. Tends to be distracted easily. Has given up once or twice	Student is motivated at times, but often, sees the work as a compulsory task. Is distracted from work now and then.	The student is motivated. Overcomes an occasional setback with help of the supervisor.	The student is motivated and/or overcomes an occasional setback on his own and considers the work as his "own" project.	The student is very motivated, goes at length to get the most out of the project.

Item	Mark for item					
	2-3	4-5	6	7	8	9-10
1.5 Independence	The student can only perform the work properly after repeated detailed instructions and with direct help from the supervisor.	The student needs frequent instructions and well-defined tasks from the supervisor and the supervisor needs careful checks to see if all tasks have been performed.	The supervisor is the main responsible for setting out the tasks, but the student is able to perform them mostly independently	Student selects and plans the tasks together with the supervisor and performs these tasks on his own	Student plans and performs tasks mostly independently, asks for help from the supervisor when needed.	Student plans and performs tasks independently and organizes his sources of help independently.
1.6 Handling supervisor's comments and development skills	Student does not pick up suggestions and ideas of the supervisor	The supervisor needs to act as an instructor and/or supervisor needs to suggest solutions for problems	Student incorporates some of the comments of the supervisor, but ignores others without arguments	Student incorporates most or all of the supervisor's comments.	Supervisor's comments are weighed by the student and asked for when needed.	Supervisor's comments are critically weighed by the student and asked for when needed, also from other staff members or students.
	Knowledge and insight of the student (in relation to the prerequisites) is insufficient and the student is not able to take appropriate action to remedy this	There is some progress in the professional skills of the student, but suggestions of the supervisor are also ignored occasionally.	The student is able to adopt some skills as they are presented during supervision	The student is able to adopt skills as they are presented during supervision and develops some skills independently as well.	The student is able to adopt new skills mostly independently, and asks for assistance from the supervisor if needed.	The student has knowledge and insight on a academic level, i.e. he explores solutions on his own, increases skills and knowledge where necessary.
	No learning outcomes formulated.	Learning outcomes formulated, but no progress in any of them.	On some of the personal learning outcomes the student shows some progress.	On all of the personal learning outcomes the student shows some progress.	On some of the personal the student shows major progress and on others some progress is shown.	On all personal learning outcomes the student has shown major progress.
1.7. Time management	No time schedule made.	No realistic time schedule.	Mostly realistic time schedule, but no timely adjustment of time schedule if necessary.	Realistic time schedule, with some adjustments if necessary (but not enough or not all in time) in times only.	Realistic time schedule, with if necessary timely adjustments of times only.	Realistic time schedule, with if necessary timely adjustments of both time and tasks.
	Final version of internship report or presentation more than 50% of the nominal period overdue without a valid reason (force majeure)	Final version of internship report or oral presentation at most 50% of the nominal period overdue (without a valid reason).	Final version of internship report or oral presentation at most 25% of nominal period overdue (without valid reason)	Final version of internship report or oral presentation at most 10% of nominal period overdue (without valid reasons)	Final version of internship report or oral presentation at most 5% of nominal period overdue (without good reasons)	Final version of internship report or oral presentation finished within planned period (or overdue but with good reason and finished within reasonable time).
B. Report internship (20-50%)						
2.1 Formulation goals, framework	No goals and framework of project.	Formulation of goals and framework of project is not clear.	Formulation of goals and framework of project is clear, but link between tasks and	Formulation of goals and framework of project is clear, but link between tasks and	Formulation of goals and framework of project is clear.	Clear formulation of goals and framework of project. Both are well linked with all aspects of

Item	Mark for item					
	2-3	4-5	6	7	8	9-10
project			goals is not clear. Framework of project does not fit with the object of the internship project.	goals is not always clear.. Framework of project does not fit with all aspects of the internship project.		the internship project.