

# Study Guide

## Internship Adaptation Physiology Group

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# 1. Introduction

At the Adaptation Physiology Group (ADP), you can do an internship of 24, 27, 30, 33, 36 or 39 ECTS. If you follow an ADP study track, as part of the MAS-specializations Adaptation, Health and Welfare or Nutrition and Metabolism, you can either take a 24 ECTS internship in ADP or a 24 ECTS minor thesis elsewhere. ADP students can also do internships with more credits if the extra credits exceed the 120 ECTS needed for the MAS program.

NB For more detailed information on e.g. the role and communication with your supervisor and advice on reporting: see the [study guide MSc thesis Adaptation Physiology Group](#).

## 1.1 Prerequisites

You should be officially registered as a Wageningen University MSc student and follow the ADP study track to do a 24 ECTS internship at ADP. If you follow another MAS study track, you can do an internship at ADP if it fits in your program (which should be approved by the study advisor and by the contact person of ADP).

## 1.2 Profile of the course

The aim of the academic internship is to experience the institutional, entrepreneurial, and employer reality of a possible first academic working environment. The internship gives you the opportunity to work outside Wageningen University at a host organization, e.g. a company, public institution, consultancy firm, research organization, another university or non-governmental organization, thereby broadening your academic horizon. The host organization/work should be of sufficiently high academic standard to reflect the desired level of Wageningen graduates, for example, you perform a research project or make a policy document.

## 1.3 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
- Work independently, but with sufficient feedback on work/functioning
- Understand the organization structure
- Expand your professional network

## 1.4 How to find an internship?

You need to make an appointment with the education contact person of ADP (Dr Nicoline Soede) to discuss your preferences for an internship by sending an e-mail to [office.adp@wur.nl](mailto:office.adp@wur.nl). Do this approximately 6 months in advance. Please, do not go to other ADP staff members before your meeting with Dr Nicoline Soede.

Before the appointment, think about your preferences for an internship, talk to fellow students about their internship and perform some research (e.g. 'Google' the companies/universities/research topics of your interest).

After the meeting, you will probably be asked to approach the possible internship provider yourself (sometimes the ADP contact person will do this). Provide a Curriculum Vitae and an e-mail that clarifies e.g. who you are, what your training and skills are, when you want to do your internship, why you chose this internship provider and, preferably, the type of internship assignment you are looking for. Part of the learning process is that you organize all arrangements with the internship providing institute yourself.

# 2. Process

During your internship you will work on a project in the context of an organization. You will have a position as an 'employee' on an academic level.

## 2.1 The internship period

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 will give feedback on your performance. You need to make clear appointments with your internship supervisor about his/her role during the internship, e.g. regarding frequency contact and type of feedback that is required. Remember: clear communication is very important and will certainly impact the success of your internship period.

In addition, you have a Wageningen University supervisor whom you should keep informed about your work activities in the internship and with whom you should discuss possible delays/problems.

## 2.2 Contract and learning agreement

In the beginning of your internship, the Wageningen University Internship contract and learning agreement (see 7, links) will need to be signed by you, your internship provider and by your ADP supervisor. Depending on the internship provider, an additional contract may need to be signed (e.g. regarding confidentiality).

The learning agreement includes a description of your specific personal learning outcomes. These learning outcomes and most importantly, how you plan to train and realize them, should be discussed with and approved by both supervisors within 3 weeks.

NB examples of possible learning outcomes: I want to ... deal with inefficiency, ... understand the poultry sector in more detail, ... be myself in a working environment, ... be more engaged with others, ... improve my research skills, ... learn German, ... gain insight in the type of function/company that suits me, ... learn to deal with conflicts, ... improve planning skills, ....)

## 3. Written reports and oral presentation

Your internship should be concluded by the writing of two reports; one about the results of your internship task (see 3.1) and one about your personal development (reflection paper, see 3.2).

### 3.1 Report on results

Your internship supervisors should support you during the writing part of your report. In the introduction of the report, you write the goals and framework of the internship project supported by a theoretical explanation, using scientific 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 discussion and a conclusion (for further details: see ADP MSC thesis guide). If necessary, this can be a confidential report that only may be read and filed by the Wageningen University supervisor and examiner.

### 3.2 Self-reflection on internship

You have to write a report in which you reflect upon A. the internship itself (i.e. organization, company, country, etc.) and B. upon your personal learning outcomes. The self-reflection report should describe your personal development during the internship and your goals for further development and can be based on the following questions:

- 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?
- Could you have done things in another way? If so, how?
- What did you experience as your strong and weak points in this working environment?
- How did you interact with others (e.g. supervisor, other researchers/ other personnel)?
- How can you improve your weak points?
- What gaps did you identify in your knowledge and skills in this working environment?
- What was the contribution of your results to the goals of the organization/the larger project the

internship was a part of?

### 3.3 Oral presentation

After finishing your internship you usually give a presentation about your internship for the host organization. You also give a presentation at ADP, during the monthly MSc student colloquium sessions (every 2<sup>nd</sup> Tuesday of each month). This presentation will be graded (see below). You should make an appointment for this oral presentation at [office.adp@wur.nl](mailto:office.adp@wur.nl) at least 2 weeks before the date of the colloquium. Please include the preferred colloquium date, the name of your supervisor and the title of your presentation. In the week before the colloquium you receive the following questions by the ADP secretariat:

- Is your registration for the colloquium session this month definitive?
- If yes, what is the title of your colloquium (needs to be approved by your supervisor)?
- Is the colloquium confidential, yes or no? If yes, for what reason?

## 4. Internship assessment procedure

### 4.1 Oral presentation

The colloquium is part of your internship evaluation and will be graded. Guidelines for the presentation and summary can be found at the ADP website (see point 7).

#### **Summary**

- The one-page summary of your colloquium should be a self-supporting document; as such the summary should have a clear introduction to the subject to inform people who are not specialist in the field.
- The summary has to be approved by your supervisor(s).
- The approved summary needs to be sent to the ADP-secretariat by email the Friday before the colloquium. Copies will be sent to all ADP MSc students, unless they are confidential.

#### **Facilities**

- Laptop and beamer facilities are arranged.
- We assume you will be using MS PowerPoint to give your presentation. Bring your own USB stick with your presentation on it to the colloquium. Be in time to put your presentation on the computer before the start of the session.

#### **Presentation**

- Each speaker has 30 min (20 min for the presentation, plus 10 min for discussion).

#### **Evaluation**

- The presentation is evaluated by 3 staff members. The evaluation form can be found at ADP website (see point 7).

### 4.2 Oral exam

After finishing your report including the self-reflection report and oral presentation, you will have an oral examination at ADP. At least two weeks before the exam, you need to send both of your reports by e-mail to the supervisor and the ADP secretariat ([office.adp@wur.nl](mailto:office.adp@wur.nl)). We expect you to bring your own copy of the thesis to the exam. The oral exam takes at most one hour. During the exam, you are questioned about the content of the internship report, the field you have been working on and the self-reflection report. Immediately after the oral exam, the mark will be put into the system by the secretariat (unless the thesis still needs some changes).

### 4.3 Assessment of the internship

Marks are given for several items in the categories: process (A. professional skills; 40%), end products (B. report paper; 30% and C. self-reflection paper; 20%), D. oral presentation; 5% and E. final oral exam (5%) (see Internship assessment form, at 7. Links). The individual grades for these items are based on a Rubrics scoring system for internships (see 7. Links). The internship host supervisors provide only advices about the mark for part A and B (see Internship evaluation form for internship providers, at 7. Links).

The final grading by ADP takes into account the evaluation by the internship host supervisor, but may defer from it.

## 5. Miscellaneous

See also the 'Stage informatieboekje van de Veetelers' (in Dutch).

### 5.1 Accommodation

If you will spend your internship period outside Wageningen, you can sub rent your Idealis room. You can obtain the form 'Request for subletting' at the department of housing service. For more information contact Idealis.

### 5.1 Visa

Several countries require a visa for internship or thesis students. This is often a time-consuming procedure. For information about visa you can contact the embassy or consulate. Often, you will need a letter to certify that you are registered as a student and that the internship is a compulsory part of your study. These letters can be obtained at the secretary of ADP. Also, your internship host may need to give information or assist in the procedure.

### 5.2 Insurance

A 'normal' traveler's accidents and luggage insurance might not be sufficient if you go abroad for studying and therefore the WUR traveler'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 the Student Service Centre (SSC) in Forum. If you are planning to travel after your internship you should make sure that you arrange your own traveler's insurance for that purpose. Important to know is that you should avoid to have 2 insurances at the same time, related with payments after an incidence. Therefore, cancel you own (continuous) travelers accident and luggage insurance during you study period abroad, but make sure that you have one at the moment you are planning to travel after your internship.

Students have to arrange 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.

### 5.3 OV-jaarkaart

At the internet ([www.duo.nl](http://www.duo.nl)), you can find a form to stop your 'OV-jaarkaart' for a certain period.

### 5.4 Travel grants

There are several travel grants available. Here for you can check e.g. [www.beursopener.nl](http://www.beursopener.nl) (in Dutch) or see 'Stage informatieboekje Veetelers' (in Dutch).

## 6. Contact

Questions can be addressed to the ADP Education contact person: Dr Nicoline Soede ([Nicoline.Soede@wur.nl](mailto:Nicoline.Soede@wur.nl)).

## 7. Links

All documents can be found at our website.

<b>Document</b>
<a href="#">Internship agreement</a>
<a href="#">Internship evaluation form</a>
<a href="#">External Internship evaluation form</a>
<a href="#">Colloquium guidelines</a>
<a href="#">Colloquium assessment</a>
<a href="#">Rubrics for evaluation</a>