

Wageningen University

Section Communication, Philosophy and Technology (CPT)

MSc Internship Course Guide

July 2019

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1. Introduction

This course guide describes the rules and procedures for conducting an internship and the supervision process of the section Communication, Philosophy and Technology (CPT) of Wageningen University. The course guide is an adapted version of the internship guidelines for Wageningen University as a whole (dated April 2018).

The guide is written for all students who are supervised by CPT staff. It includes information on the goal of the internship, internship requirements, responsibilities of the key actors, and the assessment procedure. The appendices contain a format of the Internship contract (A), format of a learning agreement (B), an assessment form (C), a rubric for assessment of the internship (D), and a form for the evaluation of the performance of the student by the internship supervisor (E).

All documents, including single documents with the appendices, are available on the CPT education website.

Version July 2019

Wageningen University
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2. Course profile

The academic internship is a period of work, study and reflection in a real-world working environment. The aim of the academic internship is to let you experience the potential professional environment in which you could work after graduating from your degree programme. The internship provides an opportunity to work outside Wageningen University at a host organisation, e.g. a company (consultancy firm, industry, etc.), a public institution, a research organisation, another university, or a non-governmental organisation. The tasks you complete have to be of a sufficiently high standard to reflect the desired level of recent Wageningen graduates. You could, for example, work on a research project, a policy document, a communication plan, an evaluation report, a design, or education materials, to name a few.

Learning outcomes

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

- apply knowledge and skills acquired during your study in a working environment;
- expand your professional network;
- work independently with commitment, perseverance and show initiative;
- handle feedback and ask for it timely;
- reflect on your functioning within an organisation;
- adapt to a new working environment and work with a feeling for the organisation;
- plan and keep to a time schedule;
- present major results of your work in writing and orally in a comprehensive manner for a specific audience.

In addition to the above-mentioned learning outcomes, you formulate *your own specific learning outcomes* in consultation and agreement with your Wageningen University supervisor. For example, you may want to formulate personal or technical skills that you would like to acquire or expand on during your internship.

Study load

Most MSc degree programmes include an internship of 24 credits; see the description of your MSc programme in the online Study Handbook. 1 ECTS comprises 28 hours, so the number of hours to be spent in the internship is 672 hours (= 16 weeks and 4 days with a fulltime internship position of 40 hours per week).

3. How to find an internship?

The first step is to discuss with your study adviser the planning of your study programme including your internship. Generally, it is a good idea to start searching for an internship at least three months in advance, and at least six months in advance if you plan to do your internship abroad.

There are different ways to find an internship position:

- Get inspired by internships of graduated students on the CPT education website.
- Take a look at the available internship positions on the CPT education website. We are regularly approached by organisations and companies with internship vacancies. We share new vacancies on our website, on Facebook and LinkedIn.
- Find an organisation yourself, in the Netherlands or abroad. Make sure the tasks and internship organisation meet the internship requirements. For example, the

internship supervisor needs to work at an academic level, and the internship tasks should be related to your study programme and reflected upon from an academic perspective.

- If you are in doubt whether the internship (provider) meets the requirements, get in touch with the CPT education coordinator (education.cpt@wur.nl).

Part of the learning process is that you are actively engaged in the search for an appropriate internship position, and that you organise all the arrangements with the internship provider yourself. Usually a student will write or phone the preferred internship provider asking for possible internships. It is common to send a motivation letter and CV.

When you have found an internship position, the next step is to find a university internship supervisor. In case you have someone in mind, you can contact the CPT staff member directly (please note that PhD students can only supervise under supervision of a CPT staff member). Otherwise, you can get in touch with the education coordinator who will introduce you a suitable supervisor. Please note that you can only start with your internship when a contract (including learning agreement) is signed by the university supervisor.

Level and approval

The internship tasks have to be at an appropriate academic level. The description of the task(s) should match the level of what can be expected from a recently graduated MSc student in your field of expertise. Before the start of your internship, you should be in possession of a detailed description of the work involved, which has been approved by the Wageningen University supervisor. In addition, you should be officially registered as an MSc student at Wageningen University for the duration of your internship.

Internship Contract and Learning Agreement

Use the Wageningen University internship contract (Appendix A) and the learning agreement (Appendix B) to describe your tasks, learning objectives and assessment. Some internship providers require you to complete their own contract or want to make adaptations to the Wageningen University contract. In case of the latter, please check with your study advisor whether the contract is still legally suitable for Wageningen University. The internship contract should be signed by the student, the internship supervisor, and the university supervisor, and the learning agreement should be signed by you and your university supervisor. Email the signed contract to the CPT secretariat (info.cpt@wur.nl).

4. Supervision

During your internship you will have two supervisors:

1. The *internship supervisor* is your supervisor on behalf of the internship provider. He/she will guide you through your daily activities and give feedback on your performance. Your internship supervisor works at an academic level.
2. The *university supervisor* advises and supports you before the start of the internship, e.g. on defining specific personal learning outcomes, finding an internship position that meets these goals, clarifying questions concerning the internship, and assessing your performance at the end of the internship. If you experience difficulties during the internship that cannot be discussed with the internship supervisor, do not hesitate to contact the university supervisor who is there to help if difficulties arise.

For a successful internship, it is important that you not only discuss progress with the internship provider, but also that you regularly inform the WUR internship supervisor.

Therefore, we recommend that you discuss (via phone/ Skype/ email) your progress and performance with your internship provider and university supervisor at least twice (e.g. after one month and towards the end of the internship). In addition, regular contact (e.g. monthly) between you and your university supervisor is important to discuss progress in terms of internship tasks and personal learning objectives, planning the next phase, and any other issues that may arise during the internship. It is important that you take initiative to inform the university supervisor and ask for specific feedback that the supervisor then can provide.

Before the start of the internship, you, your internship supervisor and the university supervisor agree on the number and frequency of contacts and means of feedback. This will be included in the learning agreement (see Appendix B).

5. Activities during the internship

During your internship you will work on one or more tasks/projects provided by the internship provider. You will have a position equal to a junior employee at an academic level. You can work on tasks leading to one main deliverable or on tasks leading to several deliverables. It is also possible that you contribute to joint deliverables in which the individual contributions are not clearly demarcated.

Portfolio of deliverables

You have to build up a portfolio that contains the internship deliverables, such as a research report, a policy document, a communication plan, an evaluation report, a design, or educational material, as agreed with your supervisor(s) in the learning agreement. In case of poorly demarcated contributions to joint deliverables, describe what your contributions were and the process which led to that end-point. In cases where the portfolio is not the report itself, a report describing theoretical perspectives used, reflection on choices made, relevance, conclusions and recommendations, may be required by the university supervisor to assess at what level you managed to achieve your learning outcomes.

The portfolio and/or the report may be labelled 'confidential' by the internship provider. When that is the case, you, the internship provider and the university supervisor agree on and sign a confidentiality agreement before the start of the internship. Confidential products will be stored by Wageningen University, but will not be accessible for third parties without prior consent of the internship provider and CPT.

Personal reflection report

In addition to the portfolio with deliverables and/or report, you have to write a report in which you reflect upon the internship itself (i.e., content, organisation, company, country, etc.) and especially on your functioning within the organisation and the personal goals you formulated in consultation with the university supervisor. For this report, you will be guided by your university supervisor. Questions that could be addressed in your personal reflection report are:

- Which personal goals did you define?
- What activities did you perform to attain these learning outcomes?
- Did the activities all together help you achieve the learning outcomes and your personal goals?
- How do you evaluate 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?

- What can you do to improve your weak points?
- How can you use your strong points to strengthen your other skills?
- Which gaps did you identify in your personal knowledge and skills with respect to the activities you had to perform?
- Did you perform the activities in a team and, if yes, what was your contribution?
- How well did you function within the team?
- What were your strong and weak point in cooperation?
- How will you use your strong and weak points to improve cooperation?
- Did you get good insights in the structure of the organisation, and did you feel a part of it?
- What were your experiences with the culture and structure of the organisation?
- Is there a code of conduct? Did you and your colleagues in the organisation comply with the code of conduct and professional ethical standards of the internship organisation? Did you encounter other ethical issues?

In general, the report should at least contain an explanation of the learning outcomes formulated at the start of the internship, a critical evaluation of the extent to which these outcomes were reached (including the activities relevant for each of them), and a set of new learning outcomes, formulated during and at the end of the internship.

Oral presentation

At the end of your internship, you have to give an oral presentation. The internship supervisor and/or the university supervisor are/is to attend your presentation and provide feedback. In case only the internship supervisor is present, s/he will assess the presentation.

Examination/ oral defence

After finishing your portfolio of deliverables and/or report, your personal reflection report and the oral presentation, you will have an oral defence with the internship examiner of the chair group. If the internship examiner is not the university supervisor, s/he may delegate this task to the university supervisor. The internship supervisor is allowed to be present, but this is not obligatory. During the defence, you will be assessed on the extent to which you have mastered your internship subject and the quality of your reflection on the internship project. The portfolio of deliverables and/or report, the personal reflection report, a copy of the oral presentation (if available) and an assessment by the internship supervisor (see Appendix E) must be provided to the university supervisor at least two weeks before the defence.

6. Assessment of the internship

The head of the supervising chair group (chair holder) is responsible for the examination of the internship. The chair holder may delegate this task to another knowledgeable staff member. A PhD student cannot be a formal examiner. The final assessment is conducted by the university supervisor together with a co-assessor (the internship supervisor).

They jointly agree on the final mark using the rubric (see Appendix D). The university supervisor uses the 'internship assessment form' (Appendix C) and the internship supervisor uses the 'internship supervisor evaluation form' (see Appendix E). If no agreement is reached, the formally appointed examiner casts the last vote. Appeal procedures exist via the Examination Board for all involved.

The assessment will be based on five elements (see Appendix C for details):

- A. the demonstrated professional skills;
- B. the portfolio of deliverables and/or report;
- C. the personal reflection report;
- D. the oral presentation;
- E. the oral defence.

7. Internships abroad

Insurance

A 'normal' travel accident and luggage insurance may not be sufficient if you go abroad for your internship. You may want to use the free WUR travel accident and luggage insurance if you go on an internship abroad. For more information, go to the Student Service Centre (SSC). This insurance is applicable only during the actual internship. If you plan to travel after your internship, you will need to take out a personal travel insurance for that purpose. It is not wise to have two insurances at the same time as there can be disagreement on which insurer should pay in case of an accident. Therefore, if you have a (continuous) travel insurance policy, you should cancel that for the period of your study abroad, but make sure that it is reinstated when you start your travels after your internship.

You have to ensure that your own health insurance has world coverage. All students automatically have a liability insurance (=WA verzekering) during study activities (lab work, field work etc.), but not during their leisure time.

Grants

For information about grants see the following websites:

<http://www.beursopener.nl/content/index.asp> (unfortunately in Dutch only)

<https://www.wur.nl/en/Education-Programmes/master/Study-grants.htm>

<https://www.wur.nl/en/Education-Programmes/Current-Students/Travel-Funding.htm>

8. Checklist for organising an internship

1. *At least three months, but for internships abroad, at least six months before the planned start of the internship:*
 - Orientate yourself on possible internships.
 - Contact potential internship providers.
 - Prepare a motivation letter and CV for an internship position at the selected internship provider(s).
 - Find a university supervisor. Prepare for the meeting by reading the course guide and formulating personal goals and ideas about preferred internship providers.
 - Contact the education coordinator or university supervisor for approval of the internship position.
 - Discuss the exact internship tasks with the university supervisor and the internship supervisor.
 - If your internship position is in another country, please check whether you will be travelling to a risk area (yellow, orange or red). If this is the case, you have to complete a form and ask for permission. Find more information [here](#).
2. *One month before start of internship:*
 - Complete the Wageningen University internship contract (digital version) and the internship contract of the internship provider (if provided). Your supervisors have to

agree and sign. Send the signed contract (pdf) to the CPT secretariat (info.cpt@wur.nl).

- The contract includes a learning agreement that is developed in consultation with the internship supervisor and the university supervisor. It may take a few drafts before the learning agreement is approved.
- 3. At the start of the internship (optional):**
 - Organise a meeting (in person, by e-mail or by skype) between the internship and university supervisors to discuss expectations of both the internship provider and the university supervisor.
- 4. Halfway through the internship (optional):**
 - Organise a meeting between you and the university supervisor in which content, progress, personal performance, problems and cultural issues can be discussed.
- 5. Monthly or two-weekly during the internship:**
 - Send an e-mail to your university supervisor about your wellbeing, progress, personal goals, and your plans.
- 6. At least one month before the end of the internship:**
 - Arrange a day, time and location for the oral presentation (at the internship provider).
 - Arrange a day, time and location for the defence with your university supervisor.
- 7. Approximately three weeks before the end of the internship:**
 - Provide a draft portfolio of deliverables and/or report to the internship provider for a check on a correct representation of the organisation and projects, and on confidentiality.
- 8. One week before the defence:**
 - Submit the portfolio of deliverables and/or report, the personal reflection report, your student number and internship code, and a copy of the oral presentation (if available) to the internship supervisor and university supervisor.
 - Check your approved study programme (SPA) for the correct internship code and make sure this code is noted on the evaluation form by the university supervisor.
 - The internship supervisor will send the signed evaluation form of the student's performance (Appendix E) to the university supervisor.
 - If necessary, organise a meeting (in person, by e-mail or by skype) between the internship and university supervisors to discuss the assessment and evaluation form.
- 9. After the defence:**
 - The university supervisor will make sure the mark is registered at SSC. Please note that advance registration for the internship at SSC by the student is not needed.
 - Check that the internship code that is given corresponds to the code in your approved study programme (SPA).
- * Extra for internships abroad:**
 - If possible, apply for grants.
 - Make sure you have the right vaccinations for the travel destination(s).
 - Arrange proper insurance.
 - Timely apply for a student visa if necessary.
 - Arrange travel tickets.
 - Arrange housing.
 - Fill in the 'OV studentenkaart buitenland' and hand in the OV card in order to receive a refund of travelling costs (for Dutch students only).

APPENDICES

Appendix A: Internship Contract

Appendix B: Learning Agreement

Appendix C: Assessment form

Appendix D: Rubric for the assessment of an internship

Appendix E: Internship supervisor evaluation form

You can download these documents on the CPT education website.

APPENDICES

Appendix A: Wageningen University Internship Contract

This Internship Contract 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 adviser, the supervisors on behalf of the employer and university.

Internship contract (hereinafter: “the Contract”)

Parties:

Student

Last name: _____ (hereinafter: “the Student”)
First name: _____
Registration number: _____
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: _____

Where:

1. the Student is registered at the University based on a teaching agreement;
2. an internship is part of the master programme (include specialisation if applicable):

Article 1.

The internship will start on _____ and will end
on _____

The Employer shall offer the Student the opportunity to have an internship at its offices /premises. The Employer shall only assign those tasks to the Student that have a clear relationship with the objectives of the internship as described in article 2.

The internship shall be at _____ (place (& country) of work).

The time to be spent at the work placement is in accordance with normal full time working hours, except if agreed otherwise and not contrary to youth employment legislation.

Article 2.

The subject/topic of the internship is titled:

.....

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 set out the arrangements made in respect of the learning outcomes and the assessment of the internship.

Article 3.

The internship supervisor on the side of the Employer is:

.....

Article 4.

The supervisor¹ on 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 the University a report and reflection paper, and (if applicable) a PowerPoint paper of his/her presentation at the work placement.

Article 6.

The Employer internship supervisor shall fill in an evaluation form on the performance of the Student. The final assessment and grade is the responsibility of the University supervisor and co-assessor.

Article 7.

The Student shall meet the requirements of the Employer regarding safety, health, labour hours/ holiday and confidentiality, etc. If requested by the Employer, the Student and the Employer shall conclude a secrecy agreement, provided however that the Student always retains the right to present the results of his/her internship 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.

Any 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 as described in article 5. In the event that (part of) these results must be kept confidential for reasons of vesting an

¹ This can be another staff member than the representative of the Chair Group.

intellectual property right in the name of the Employer, the latter may request that dissemination of the relevant results occurs in a closed assessment meeting.

Article 8.

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, neither the Student, nor the University will be liable towards the Employer and/or any third party for any damage or loss, except when the Student is liable for damage or losses being the result of wilful 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 of an adequate insurance of the Student similar to the one in place for employees.

The University has taken out a liability insurance policy which covers liability (if any) for both the University and the Student.

Article 10.

The Employer is responsible for withholding (income) taxes and premiums for social security and premiums where 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 Student shall immediately inform the University supervisor.

Article 12.

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

€

The allowance for travel 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 no longer registered as a student of the University;
3. upon mutual written consent between the Student, the Employer, and the University.

Article 14.

The Employer may terminate this Contract early after consultation with 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 resolve the problem with the Employer supervisor. If they do not reach a solution of the problem(s), it will be discussed with the University supervisor.

Article 16.

This Contract is 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:

.....

Appendix B: Wageningen University Learning Agreement

Internship description:

The specific learning outcomes for this internship are:

Agreements about communication with supervisors are:

[illegible]

Learning outcomes (assessment criteria)	Percentage
A. Professional skills	35%
B. Report internship	35%
C. Self-reflection on internship	20%
D. Presentation	5%
E. Examination	5%

Student _____ University supervisor _____

Communication, Philosophy and Technology (CPT), July 2019

Appendix C: Assessment form

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		Grading Mark 1-10	Relative weight *
A Professional skills (20-50%)*			35%
1 Initiative and creativity		1	1.00
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			
B Report internship (20-50%) *			35%
1 Formulation goals, frame work project		1	1.00
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			
C Self reflection on internship (10-30%)*			20%
1 Report on self reflection		1	1.00
D Presentation (5-10%) *			5%
1 Presentation: graphs, powerpoint		1	1.00
2 Oral presentation and defence			
E Examination (5-10%) *			5%
1 Defence of the report		1	1.00
2 Reflection on the internship			
* Choose rel. weights to a total of 100%			100%
TOTAL		1.00	
FINAL GRADE		1.0	
Comments internship provider			
Comments examiner			



Appendix D. Rubric for the assessment of an internship

Author: Marjolijn Coppens with contributions from 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). This document is released under the Creative Commons Attribution-Noncommercial-Share Alike 3.0 Netherlands License.

Item	Mark for item					
	2-3	4-5	6	7	8	9-10
Professional skills						
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.
Insight in functioning of another organisation	Student shows no insight in functioning of the organisation.	Student shows no insight in functioning of the organisation.	Student is able to draw an organisation chart of the organisation.	Student is able to indicate the position of the team within the organisation as a whole.	Student is able to indicate the responsibilities of the different units within the organisation.	Student knows how changes are achieved in the organisation.
	Student does not ask for help from the internship provider in case it is necessary.	Student does not ask for help from the internship provider in case it is necessary.	Student gets things (e.g. receiving information, organising material facilities, etc.) done within the team only via internship supervisor.	Student is able to get some things (e.g. receiving information, organising 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, organising material facilities, etc.) done within the team independently.	Student is able to independently implement changes that affect the whole team.
Adaptation capacity	Student does not adapt and gives an impression of apathy or is often involved in disputes or arguments.	Student does not adapt and gives an impression of apathy or is often involved in disputes or arguments.	Student knows the do's and don'ts 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.

Item	Mark for item					
	2-3	4-5	6	7	8	9-10
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.
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 person 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 organises his sources of help independently.
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 unable 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 an 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 learning outcomes, the student shows major progress and on others some progress is shown.	On all personal learning outcomes, the student has shown major progress.
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 of times only, (but not enough or not all in time).	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	Final version of internship report or oral presentation at most 50% of the nominal	Final version of internship report or oral presentation at most 25% of nominal	Final version of internship report or oral presentation at most 10% of nominal	Final version of internship report or oral presentation at most 5% of nominal	Final version of internship report or oral presentation finished within planned

Item	Mark for item					
	2-3	4-5	6	7	8	9-10
	nominal period overdue without a valid reason (force majeure)	period overdue (without a valid reason).	period overdue (without valid reason)	period overdue (without valid reasons)	period overdue (without good reasons)	period (or overdue but with good reason and finished within reasonable time).
Report internship						
Formulation goals, framework project	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 goals is not clear. Framework of project does not fit with the object of the internship project.	Formulation of goals and framework of project is clear, but link between tasks and goals is not always clear. Framework of project does not fit with all aspects of the internship project.	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 the internship project.
Theoretical underpinning, use of literature	No discussion of underlying theories.	There is some discussion of underlying theories, but the description shows serious errors.	Student has found the relevant theories, but the description has not been tailored to the project at hand or shows occasional errors.	Student has found the relevant theories, and has been partially successful in tailoring the description to the project at hand. Few errors occur.	Student has found the relevant theories, makes a synthesis of those, and has been successful in tailoring the description to the project at hand.	Clear, complete and coherent overview of relevant theories. Exactly tailored to the project at hand.
	No relevant literature in reference list except for those already suggested by the supervisor	Only a few relevant literature references in the reference list.	Some relevant literature in reference list but also significant body of irrelevant literature.	Relevant literature in reference list but some references are less relevant.	Used literature is relevant for the goal of the project. An occasional reference may be less relevant.	Used literature is relevant for the goal of the project.
Use of methods and processing data	No description of methods and analysis of the information/data.	Insufficient information on methods and insufficient analysis of the information.	Some aspects of the project regarding methods and analysis of information are described insufficiently. Used methods and analysis of data/information are not always appropriate.	Description of methods and analysis of information/data is lacking in a number of places. Used methods and analysis of data/information mostly appropriate.	Description of methods and analysis of information/data is mostly complete, but there are lacking some details. Used methods and analysis of data/information are appropriate.	Description of methods used and analysis of the information is appropriate, complete and clear.
Reflection on results	No reflection on the results of internship project. Discussion only touches trivial or very general points of criticism.	Student identifies only some possible weaknesses and/or points at weaknesses which are in reality irrelevant or non-existent.	Student indicates most weaknesses in the results, but does not weigh their impact on the main results relative to each other.	Student indicates most weaknesses in the results and is able to weigh their impact on the main results relative to each other.	Student indicates all weaknesses in the results and weighs them relative to each other. Furthermore, (better) alternatives for the methods used are indicated.	Student is not only able to identify all possible weaknesses in the results, but is also able to indicate which weaknesses affect the outcome of the internship project most.

Item	Mark for item					
	2-3	4-5	6	7	8	9-10
Conclusions and discussion	No link between goals, results and conclusions.	Conclusions are drawn, but in many cases only address part of the goals. Conclusions merely repeat results or conclusions are not substantiated by results.	Conclusions are linked to the goals, but not all goals are addressed. Some conclusions are not substantiated by results or merely repeat results.	Most conclusions well-linked to goals and substantiated by results. Conclusions mostly formulated clearly but some vagueness in wording.	Clear link between goals and conclusions. All conclusions substantiated by results. Conclusions are formulated exact.	Clear link between goals and conclusions. Conclusions substantiated by results. Conclusions are formulated exact and concise. Conclusions are grouped/ordered in a logical way.
	No discussion about the added value of the project for the organisation.	Student assigns irrelevant aspects of the project as added value for the project for the organisation.	Student only reflects on trivial aspects of his project for the organization and does not relate this to the goals of the organisation.	Student is able to identify the added value of his project for the organisation but does not relate this to the goals of the organisation.	Student is able to identify the added value of his project for the organisation and relates this to the goals of the organisation.	Student is able to identify the added value of his project and relates this to the goals of the organisation. In addition, the student is able to indicate the added value of his project for the society as a whole.
Fluency of language and writing skills	Internship report is badly structured. In many cases information appears in wrong locations. Level of detail is inappropriate throughout.	Main structure incorrect in some places, and placement of material in different chapters illogical in many places. Level of detail varies widely (information missing, or irrelevant information given).	Main structure is correct, but lower level hierarchy of sections is not logical in places. Some sections have overlapping functions leading to ambiguity in placement of information. Level of detail varies widely (information missing, or irrelevant information given).	Main structure correct, but placement of material in different chapters illogical in places. Level of detail inappropriate in a number of places (irrelevant information given).	Most sections have a clear and unique function. Hierarchy of sections is mostly correct. Ordering of sections is mostly logical. All information occurs at the correct place, with few exceptions. In most places level of detail is appropriate.	Well-structured: each section has a clear and unique function. Hierarchy of sections is correct. Ordering of sections is logical. All information occurs at the correct place. Level of detail is appropriate throughout.
	Formulations in the text are often incorrect/inexact inhibiting a correct interpretation of the text.	Vagueness and/or inexactness in wording occurs regularly and it affects the interpretation of the text.	The text is ambiguous in some places, but this does not always inhibit a correct interpretation of the text.	Formulations in text are predominantly clear and exact. Internship report could have been written more concisely.	Formulations in text are clear and exact, as well as concise.	Textual quality of the internship report is such that it could be acceptable for a peer-reviewed journal.
Self-reflection on internship						
Report on self-reflection	Is unable to describe an event or situation in which he was involved and that	Is able to describe at least one event or situation in which he was involved and	Is able to describe at least one event or situation in which he was involved and	Is able to describe at least one event or situation in which he was involved and	Is able to analyse objectively most events or situations in which he was	Is able to analyse objectively any event or situation in which he was

Item	Mark for item					
	2-3	4-5	6	7	8	9-10
	relates to a formulated learning outcome.	that relates to a formulated learning outcome but unable to distinguish between the event description and the description of the personal emotions involved.	that relates to a formulated learning outcome, properly distinguishing between the event description and the personal emotions involved, but unable to formulate personal points of improvement and related actions in a future situation	that relates to a formulated learning outcome, properly distinguishing between the event description and the personal emotions involved, and able to formulate personal points of improvement and related actions in a future situation	involved and that relates to formulated learning outcomes, derive improvements for a future situation and formulate plan for improved functioning in a new situation. Shows the ability in at least one case to implement the formulated plan for improved functioning	involved and that relates to formulated learning outcomes, derive improvements for a future situation and formulate and implement a plan for improved functioning in a new situation.
Presentation						
Presentation: Graphs, PowerPoint	Presentation has no structure.	Presentation has unclear structure.	Presentation is structured, though the audience gets lost in some places.	Presentation has a clear structure with only few exceptions.	Presentation has a clear structure. Mostly a good separation between the main message and side-steps.	Presentation clearly structured, concise and to-the-point. Good separation between the main message and side-steps.
	Unclear lay-out. Unbalanced use of text, graphs, tables or graphics throughout. Too small font size, too many slides.	Lay-out in many places insufficient: too much text and too few graphics (or graphs, tables) or vice versa.	Quality of the layout of the slides is mixed. Inappropriate use of text, tables, graphs and graphics in some places.	Lay-out is mostly clear, with unbalanced use of text, tables, graphs and graphics in few places only.	Lay-out is clear. Appropriate use of text, tables, graphs and graphics.	Lay-out is functional and clear. Clever use of graphs and graphics.
Oral presentation and defence	Spoken in such a way that majority of audience could not follow the presentation.	Presentation is uninspired and/or monotonous and/or student reads from slides: attention of audience not captured	Quality of presentation is mixed: sometimes clear, sometimes hard to follow.	Mostly clearly spoken. Sometimes monotonous in some places.	Clearly spoken in such a way that I keeps audience's attention.	Relaxed and lively though concentrated presentation. Clearly spoken in such a way that I keeps audience's attention.
	Language and interest of audience not taken into consideration at all.	Language and interest of audience hardly taken into consideration.	Language and interest of presentation at a couple of points not appropriately targeted at audience.	Language and interest of presentation mostly targeted at audience.	Language and interest of presentation well-targeted at audience. Student is able to adjust to some extent to signals from audience that certain parts are not understood.	Take-home message is clear to the audience. Language and interest of presentation well-targeted at audience. Student is able to adjust to signals from audience that certain parts are not understood.

Item	Mark for item					
	2-3	4-5	6	7	8	9-10
	Bad timing (way too short or too long).	Timing not well kept (at most 30% deviation from planned time).	Timing not well kept (at most 20% deviation from planned time).	Timing is OK (at most 10% deviation from planned time).	Presentation finished well in time.	Presentation finished well in time.
	Student is unable to answer questions.	Student is able to answer only the simplest questions	Student answers at least half of the questions appropriately.	Student is able to answer nearly all questions in an appropriate way.	Student is able to answer all questions in an appropriate way, although not to-the-point in some cases.	Student is able to give appropriate, clear and to-the-point answers to all questions.
Examination						
Defence of the report	Student is unable to defend/discuss his internship reports. He does not master the contents.	The student has difficulty to explain the subject matter of the internship project.	Student is able to defend his internship project. He mostly masters the contents of what he wrote, but for a limited number of items he is not able to explain what he did, or why.	Student is able to defend his internship project. He masters the contents of what he wrote, but not beyond that. Is not able to place thesis in scientific or practical context.	Student is able to defend his internship project, including indications how the work could have been done better. Student is able to place thesis in either scientific or practical context.	Student is able to freely discuss the contents of the internship project and to place the internship project in the context of current scientific literature and practical contexts.
Reflection on the internship	Is unable to describe an event or situation in which he was involved and that relates to a formulated learning outcome.	Is able to describe at least one event or situation in which he was involved and that relates to a formulated learning outcome but unable to distinguish between the event description and the description of the personal emotions involved.	Is able to describe at least one event or situation in which he was involved and that relates to a formulated learning outcome, properly distinguishing between the event description and the personal emotions involved, but unable to formulate personal points of improvement and related actions in a future situation	Is able to describe at least one event or situation in which he was involved and that relates to a formulated learning outcome, properly distinguishing between the event description and the personal emotions involved, and able to formulate personal points of improvement and related actions in a future situation	Is able to analyse objectively most events or situations in which he was involved and that relates to formulated learning outcomes, derive improvements for a future situation and formulate plan for improved functioning in a new situation. Shows the ability in at least one case to implement the formulated plan for improved functioning	Is able to analyse objectively any event or situation in which he was involved and that relates to formulated learning outcomes, derive improvements for a future situation and formulate and implement a plan for improved functioning in a new situation.

Internship evaluation Wageningen University

Name student:	Registration number:
Course code:	Study programme:
Company/ organisation:	
Name supervisor(s):	Email address:
Date of final evaluation meeting :	

- 1. The task(s) of the student during the internship period:**
(summary of the internship plan)
- 2. The results of the work during the internship period:**
(short description of results, confidentiality, oral and written reporting)
- 3. Performance of the student during the internship period:**
(energy, interest, responsibility, independency, punctuality, cooperation, 360° review, etc.)

4. Assessment of the student by the internship supervisor:

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

A. Professional skills	2-3	4-5	6	7	8	9-10
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						
D. Presentation						
1. Presentation; graphs, PowerPoint						
2. 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 completed by Wageningen University:

Name and signature of the university supervisor of Wageningen University.

Date: