

# **BSc Internship Forest and Nature Conservation**

## **Language of instruction**

Dutch and/or English

## **Assumed knowledge and requirements**

The student should have at least followed the first two years of the BSc Forest and Nature Conservation programme. In addition the study programme of the student should be approved by the examining board and the student should have an internship contract that is signed by the supervisors and the study advisor before the start of the BSc Internship Forest and Nature Conservation.

## **Profile of the BSc Internship Forest and Nature Conservation**

The BSc internship consists of a supervised placement in a Forest and Nature Conservation company or organisation in- or outside the Netherlands, that enables students to gain practical experience outside the Wageningen University. The internship consists of a defined individual project(s) on BSc level.

The BSc Internship Forest and Nature Conservation is part of the free choice in the third year of the BSc Forest and Nature Conservation. Aim of the BSc Internship Forest and Nature Conservation is that students are able to gain working experience in the domain of Forest and Nature Conservation and it gives students the opportunity to discover what they want to learn within their MSc after finishing their BSc. In this way students can make more educated choices within their MSc. A BSc Internship Forest and Nature Conservation should take place at a well-established institution, company or organization under supervision of an experienced professional. The internship provides the student with the opportunity to work outside Wageningen University at a host organisation, e.g. a company, public institution, consultancy firm, research organisation, or non-governmental organisation, thereby broadening the academic horizon. During the internship, the student can for example make a policy document, communication plan, evaluation report, education or communication material or perform a research project. The BSc Internship Forest and Nature Conservation cannot be performed at one of the chair groups of the Wageningen University.

## **Contact persons, supervision & examination**

During the orientation phase of the BSc internship of Forest and Nature Conservation, one of the study advisors ([leonie.spoelstra@wur.nl](mailto:leonie.spoelstra@wur.nl) or [matthijs.kool@wur.nl](mailto:matthijs.kool@wur.nl)) functions as the first contact person for the student. When the student has a clear idea of his/her internship goal, he or she can start searching and applying for an internship at external organisations, company's, non-governmental organisations etc.. After finding an internship and an external internship supervisor the student can contact the Internship Coordinator of one of the four chair groups linked to the BSc Forest and Nature Conservation to ask who can be the Wageningen University mentor. See the WUR-webpage of the chair groups linked to BSc Forest and Nature Conservation for contact information of the Internship Coordinator.

The internship supervisor (external) will function as the daily supervisor with whom the student discusses the progress and content of the internship. The internship supervisor will also be involved in the final grading on how the student performed during his/her internship. See Appendix B.

The Wageningen University mentor (internal) is involved in the internship at three moments; (1) before the actual start of the internship to assess whether the internship organisation is suitable to host an BSc internship, good supervision of the student is guaranteed and to check whether the internship plan developed by the student together with the internship organisation/supervisor is of sufficient BSc level. If all requirements are fulfilled the internship Contract will be signed by all parties (see Appendix A). (2) During the internship the student will regularly (e.g. bi-weekly) report to the university mentor on his/her progress. (3) At the end of the internship the university mentor will - with input of the internship supervisor (external) - assess the internship and provide the student with a grade based on professional skills (I), the written report (II) and the reflection report (III). See Appendix C for the Assessment form. In a final meeting the internship supervisor and the student (together with the external supervisor if possible) will meet to discuss the internship and the grading of the internship.

The student is responsible to initiate the contact moments mentioned above.

**Study load**

A student may perform an internship of 2 or 3 months with a study load of respectively 12 or 18 ECTS.

**Learning outcomes**

After successful completion of this course students are expected to be able to:

- work individually under supervision of an academic supervisor within the context of the host institution;
- assess the relevance of the knowledge and skills (learned during the study) in practical and real work situations in the domain of Forest and Nature Conservation;
- acquire additional relevant knowledge, skills and insights in the work field of Forest and Nature Conservation;
- reflect critically on the own performance and process of working in a Forest and Nature Conservation related organization and extends this to a well-motivated choice for a follow-up study programme;
- create a professional network.

### How to find an internship?

Start at least 6 months in advance with the organisation of your BSc Internship. You need to find an internship organisation yourself, and arrange approval by the WUR supervisor. When you don't have a clear idea of your internship or you don't know where to start, you can contact your study advisor. Note: when you contact the Internship Coordinator of one of the chair groups without a clear internship plan, they can send you back to discuss this with your study advisor first. It is part of the learning process that you organize all arrangements with the internship providing institute yourself (see the checklist for organizing an internship).

### Which chair groups are allowed to supervise my internship?

Your internship should have a clear link with the BSc programme of Forest and Nature Conservation and should be supervised by one of the chair groups linked to Forest and Nature Conservation: FEM, FNP, PEN or REG (new abbreviation of the chair group is WEC), who will function as the Wageningen University mentor.

Below you can find the course codes linked to the different chair groups for either 12 or 18 ECTS. See the [study guide](#) of BBN for more information

<a href="#">FEM-708012</a>	<a href="#">BSc Internship Forest Ecology and Forest Management (12 ECTS)</a>
<a href="#">FEM-708018</a>	<a href="#">BSc Internship Forest Ecology and Forest Management (18 ECTS)</a>
<a href="#">FNP-708012</a>	<a href="#">BSc Internship Forest and Nature Conservation Policy (12 ECTS)</a>
<a href="#">FNP-708018</a>	<a href="#">BSc Internship Forest and Nature Conservation Policy (18 ECTS)</a>
<a href="#">PEN-708012</a>	<a href="#">BSc Internship Plant Ecology and Nature Conservation (12 ECTS)</a>
<a href="#">PEN-708018</a>	<a href="#">BSc Internship Plant Ecology and Nature Conservation (18 ECTS)</a>
<a href="#">REG-708012</a>	<a href="#">BSc Internship Wildlife Ecology and Conservation (12 ECTS)</a>
<a href="#">REG-708018</a>	<a href="#">BSc Internship Wildlife Ecology and Conservation (18 ECTS)</a>

### Educational activities

#### *Internship work plan*

During your internship you will obtain professional experience (Forest and Nature Conservation in practice) and personal experience (own performance). You start your internship by writing an internship work plan including personal and professional learning objectives. In your Internship work plan you describe how you plan to do this and what you would like to learn while working at your internship.

Your professional learning outcomes must describe what you want to learn during your internship about the domain of Forest and Nature Conservation. Your personal learning outcomes describe what you would like to learn during the internship concerning your own performance and attitude in a different setting than a University.

Basically writing your internship work plan is filling in the internship contract. The internship work plan should be approved by your Wageningen University mentor before you start with BSc internship. The internship work plan will serve later – during the Completion Phase – as input for your reflection report and will also help you in defining your future learning path.

#### *BSc self-assessment*

When you find it difficult to describe what your personal learning outcomes will be, in other words which personal developments would you like/hope to achieve by performing a BSc internship? You can follow the optional course [YFN-20301 Self Assessment for BBN students](#) given in the 5<sup>th</sup> period. During this course you will gain more insight in your personal drivers/motivation and your strengths, which will be linked to your study and possible career path.

#### *Execution of professional activities*

During your BSc Internship Forest and Nature Conservation you will execute professional activities under the supervision of the host institution. You will have a position at the level of an 'employee' on an academic BSc level. At the start of the internship it is possible to work with someone else, but during the internship you are supposed to work more and more independently. In contrast to the MSc internship in which you have to design your own internship project plan, for the BSc internship it is sufficient if you execute a project plan made

by your supervisor or intensely discussed with your supervisor. It is not sufficient if you only collect data, but you have to make a synthesis or analysis.

### *Internship report*

Depending on the internship activities the internship report can be written in different ways. It should however be written in a well-structured and concise way and include some basic aspects such as:

- (1) A description of your internship organisation (where located, number of employees, activities etc.);
- (2) A report on your internship activities including information on the relevance of your activities for your internship organisation (if you conducted a study you can include information on your study material, methods you used to analyse data and discussion; if you helped organising a meeting or compiled a collection of educational material you can e.g. describe the relevance of specific activities you have taken to fulfil these tasks.
- (3) Finally, you write a conclusion containing the main outcomes/take home messages from your internship.

If necessary, the internship report can be a confidential report that only may be read and filed by the Wageningen University mentor and examiner.

There is a difference between the report of a scientific thesis and the internship report. When writing a scientific thesis you normally write a discussion where you critically reflect on your results, also linked to other scientific research. For the BSc internship the critical reflection of your work is captured in the separate reflection report, where you reflect on your performance and your own learning goals made at the start of the internship.

The format of the internship report may be adjusted in discussion with both supervisors, also in relation to the expectations and/or the format of the host organisation.

### *Writing lab*

When you have difficulties with writing a report, you can contact the [writing lab](#) at the WUR. Know that they can help you with writing skills, however you are the author of your work, so the tutor will not correct the grammar or style of your text or comment on the content.

### *Reflection report*

Next to this internship report you have to write a reflection report on your performance during internship and upon the personal learning outcomes you have formulated before the start of the internship. The personal reflection report should describe your personal development during the internship and your goals for further development. The goal of writing a reflection report is that it gives you an idea of the possibilities on the job market and gives you an idea of the things you want to learn during your MSc. This can help you by deciding upon the MSc programme and the thesis within your MSc programme.

The questions on the learning outcomes you have to answer at least in your report are:

- 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? 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?

Connect what you have learned with what you want to learn in the future. After having looked back upon your internship, it is time to look forward:

- What are you going to do next?
- If you want to do a MSc programme, which one and why?
- What do you want to specialize in within your MSc programme?
- You can also think further ahead: what kind of jobs would you like or dislike, with what type of organization or company, in which thematic field?

- What implications does this have for the choices you have to make?
- Have you discovered things about your capacities that influence your ideas about your future ambitions?

Try to link the answers to these questions to the things you have experienced during your internship.

You should discuss this reflection report with the Wageningen University mentor and regarding your future choices within your study programme you can contact your study advisor.

#### *Oral presentation*

After finishing your BSc Internship Forest and Nature Conservation you give an oral presentation about your internship experiences at your internship organisation. You will not be graded for this presentation.

#### *Examination*

- Evaluation of professional skills (40- 60%);
- Internship report (30-50%);
- Reflection report (10-30%).

Depending on the topic and structure of your thesis the weight of each evaluation criteria can shift in the range given between brackets, as long as the sum of the evaluation criteria is 100%. The Wageningen University mentor can discuss this with the student and when necessary with the internship supervisor (external).

#### **Assessment of the internship**

Wageningen University is responsible for the assessment and grading with a mark. At the end of your BSc internship both your supervisors will evaluate your performance. For the evaluation of the performance of the student by the internship supervisor a form is given in appendix B. Wageningen University mentor assesses students based on an evaluation of the performance of the student by the internship supervisor and on both reports. For the assessment WUR supervisors use the form 'Assessment form BSc Internship Forest and Nature Conservation' (see appendix C). In appendix D 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. The formal administrative responsibility (granting permission to students, final registration of examination result) lies with internship coordinators of the involved chair group.

In the final evaluation meeting with your university mentor you discuss this evaluation and aspects you can improve in the future. You as the student are responsible to set the date for the final meeting with your university mentor.

#### **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 traveller's 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.

#### **Grants**

For more information about grants see the following websites:

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

<http://www.wageningenur.nl/en/Education-Programmes/prospective-master-students/Study-grants.htm>

## Checklist for organizing an internship

For all internships:

- ✓ Discuss and fine-tune your idea with your study advisor
- ✓ Find and apply for an internship
- ✓ Find an internship supervisor (external)
- ✓ Find a Wageningen University mentor (internal)
- ✓ Fill in BSc Forest and Nature Conservation Internship Contract with your university mentor and internship supervisor. You also need a signature of your study advisor on this contract.
- ✓ Hand in BSc Internship Forest and Nature Conservation Contract at the supervising chair group
- ✓ 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: BSc Internship Forest and Nature Conservation Contract & Internship agreement terms and conditions
- appendix B: Form for the evaluation of the performance of the student by the internship supervisor
- appendix C: Assessment form BSc Internship Forest and Nature Conservation
- appendix D: Rubric for assessment of BSc internship Forest and Nature Conservation

# **Appendix A:**

## **BSc Forest and Nature Conservation Internship Contract**

### **1 Student particulars**

Full name:

Registration number:

Study programme:

*Contact in case of emergency*

Name:

Street + house number:

Postal code:

City:

Phone number:

E-mail:

### **2 Course code BSc internship Forest and Nature Conservation**

FEM-708012

FEM-708018

FNP-708012

FNP-708018

PEN-708012

PEN-708018

REG-708012

REG-708018

### **3 Wageningen University mentor (internal)**

Name:

Function:

Chair Group:

E-mail:

### **4 Internship Supervisor (external)**

Name:

Institution:

Address (street + number):

Postal Code:

City:

Country:

Phone number:

E-mail:

### **5 Role of the University mentor (internal)**

*Please state all agreements made, particularly concerning responsibilities, supervision, communication and evaluation. Also provide here the agreed deadline for sending in the report.*

### **6 Role of the internship supervisor (external)**

*Please state all agreements made, particularly concerning responsibilities, supervision and evaluation*

### **7 Professional and personal learning outcomes**

*Your professional learning outcomes must describe what you want to learn during your internship about the domain of Forest and Nature Conservation. Your personal learning outcomes describe what you would like to learn during the internship concerning your own performance and attitude in a different setting than a University.*

### **8 Report**

*Please state any agreements made regarding the thesis report (e.g. language, length).*

### **9 Other agreements**

*Please state any other agreements made pertaining to e.g. rights to data and other output, workspace, materials, housing, insurance, expenses, transportation, etc.*



## 10 Optional provisions

Declares that:

Article 11(7)  is applicable  is not applicable

Article 16(6)  is applicable  is not applicable

## 11 Internship period

Departure: (dd/mm/yy)

Return: (dd/mm/yy)

Exact period of stay at host institution: from till

## 12 Particulars

- Please note that for certain countries (outside the EEA) a research permit is required.
- [Any derogation from the final assessment referred to in Article 6(4)]
- [Any derogation from the period referred to in Article 10(1) subject to a maximum of five (5) years]
- The university has  taken out  not taken out group accident insurance – see Article 16(4).

## 13 Particulars in case of emergency (due to corona)

- The intern shall have a duty to comply with the covid-19 measures applicable in the country and taken by the internship host.
- The internship supervisor is the primary contact person for the Student in case of emergency.
- The internship host takes responsibility if any assistance is necessary (e.g. contact with embassy).
- Intern, university mentor and internship supervisor come to an alternative how the internship work plan is executed if the intern is unable to complete his internship on location.

## 12 Signing the agreement

Wageningen University mentor:

Date:

Student:

Date:

Internship supervisor:

Date:

Study advisor:

Date:

# **INTERNSHIP AGREEMENT TERMS AND CONDITIONS**

## **Article 1. Definitions**

1. Study programme: a Bachelor's or Master's programme of study within the university, which is listed in the CROHO register.
2. University mentor: a study programme lecturer who assumes responsibility for supervising and assessing an internship and/or thesis on behalf of the university.
3. Internship coordinator: an internship procedural overseer acting on behalf of the department.
4. Internship regulations: regulations drawn up by the department which include the regulations that it has drawn up for internships, including their objectives and substance.
5. Internship work plan: a plan drawn up by an intern setting out the educational activities and work which have been stipulated in consultation with the department and the internship host, and which the intern will be performing during their internship. A data management plan may constitute part of this if necessary.
6. Internship supervisor: an internship host staff member who assists the intern in the workplace during their internship.
7. Internship: practical training which constitutes part of the curriculum.
8. Internship host: the organisation hosting the internship.
9. Intern: a student registered for a university study programme with whom an internship contract is concluded.

Any reference to student, intern, he or him is also deemed to refer to a female student or intern, she or her.

## **Article 2. Purpose of the internship**

1. The intern shall be afforded an opportunity to acquire practical experience with an internship host for the purposes of their university course.
2. Their internship constitutes part of the curriculum. The mandatory components of the internship are set out in the applicable study guide, the Education and Examination Regulations and/or in the internship regulations.
3. The purpose of the internship and the activities which are to be undertaken are set out in the internship work plan which is appended to this agreement as an annex.

## **Article 3. Working hours**

The intern's working hours shall be identical to those applicable within the internship host's organisation, unless otherwise stipulated in the internship work plan. Furthermore, the intern shall be entitled to participate in educational activities at the university at the times specified in the internship work plan.

## **Article 4. The intern's status**

1. The internship is designed to extend the intern's knowledge, skills and experience for the benefit of their study programme. As such, this internship agreement does not seek to serve as an employment contract under the terms of Section 7:610 of the Dutch Civil Code, nor is it intended to be such either.
2. The intern shall remain registered as a student at the university during the internship.

3. Should the internship constitute part of the relevant curriculum, it shall occur under the responsibility and supervision of the department with which the intern is registered.
4. No restrictions may arise pursuant to the internship in relation to the intern's future work with other institutions or businesses.
5. Throughout the period referred to in Article 2, the internship host shall not enter into any other type of employment contract (temporary or otherwise) in addition to this agreement, which is also deemed to include a temporary or work assignment on any other basis.
6. The intern shall not undertake any other obligations towards the internship host, the latter's suppliers, clients or any other business associates in addition to this agreement.

#### **Article 5. Supervision**

1. The internship supervisor shall oversee the progress of the internship on behalf of the internship host.
2. The internship supervisor and the intern shall consult each other with some regularity or as required for the purposes of mentoring and on a number of occasions evaluation, preferably halfway through the internship period and after it has ended.
3. The intern shall be required to submit an internship work plan to a university mentor and the internship supervisor as soon as possible after the internship commences. A university mentor and the intern shall attend a progress meeting with each other at least once.
4. The internship supervisor and a university mentor shall conduct an evaluation interview with the student at least once.

#### **Article 6. Assessment**

1. The internship supervisor shall fill in an evaluation form dealing with this in accordance with the guidelines formulated in this respect.
2. An examiner shall prepare a final assessment in accordance with the guidelines set out in the internship and/or the education and examination regulations.
3. The assessment shall be discussed with the intern.
4. The examiner shall be responsible for the final assessment of the internship.

#### **Article 7. Pay**

1. In the eve the intern receives internship pay, the internship host shall withhold any salary deductions and the customary premiums.
2. The university shall not be liable for any costs incurred by the intern, not even where the internship occurs abroad.
3. The intern shall at all times be liable for any expenses that they incur in connection with the internship, even where the internship occurs abroad.

#### **Article 8. Leave and sickness**

1. The intern shall be entitled to leave. Leave entitlements shall accrue in accordance with the internship host's leave regulations. The internship supervisor may only accede to a request for additional leave in consultation with a university mentor.
2. The procedure for extraordinary leave and the Work and Care Act [*Wet arbeid en zorg*] shall apply as they do in relation to the internship host's employees. In the event that the

intern takes leave in excess of the number of agreed days of leave, the period of the internship shall be extended by the excess.

3. No leave need be taken for educational activities such as examinations, resits and internship review days.
4. In the event that they are sick, the intern shall report this to the internship supervisor in accordance with the internship host's rules. The same shall occur when reporting for duty again.
5. Where the intern is sick for longer than two (2) weeks, they shall also notify a university mentor of this.

#### **Article 9 – Internal rules and instructions issued by the internship host**

The internship host shall present the intern with its internal rules and regulations and/or codes of conduct which are applicable in relation to its staff. The intern shall have a duty to comply with those regulations. The intern shall have a duty to heed the internship supervisor's instructions.

#### **Article 10. Non-disclosure of information**

1. For three (3) years after it is supplied, the intern and the university shall not disclose any information which the internship host has presented in writing to the intern and the university and has marked as confidential.  
Any confidential information which is supplied in verbal form must be confirmed in writing and designated as confidential within fourteen (14) days.  
Where necessary, the intern shall include any confidential information in a confidential annex to their internship or other report or thesis to which a university mentor, the graduation committee and the members of the examining board and assessment committee have access.
2. University mentors, the examining board, examiners and members of the assessment committee shall enjoy access to any confidential information based on their position and legal task. They shall be bound by a duty of non-disclosure in accordance with the collective labour agreement for Dutch universities and/or a professional code.
3. This duty of non-disclosure shall not apply in relation to information which:
  - a. was already publicly available when it was obtained; or
  - b. subsequently becomes publicly available other than through the actions or negligence of the intern or the university; or
  - c. is obtained from a third party who received it directly or indirectly from the internship host and the latter is entitled to publicly disclose or to supply it; or
  - d. was already in the possession of the intern or the university before the commencement of the internship, provided that it has not been obtained from the internship host directly or indirectly; or
  - e. the intern or the university has produced independently without using any information supplied by the internship host.
4. The internship outcomes shall constitute part of the relevant internship or other report or thesis. Where the intern gives a presentation in connection with their assignment, any graduation outcomes produced through their work shall not be deemed to constitute information which must be treated in confidence, unless explicitly stipulated otherwise in Article 12 of this agreement in highly exceptional circumstances.
5. In the event that the internship host is of the opinion that the student has failed to comply with their duty of non-disclosure, the internship host shall call upon them to account for this. The university may also call on the intern to account for this in the

event that such non-compliance occurs. Under no circumstances shall the university be liable for the intern's failure to comply with their duty of non-disclosure.

**Article 11. Confidential information, contributed knowledge, outcomes and intellectual property**

1. Any knowledge and know-how (background information) contributed by the university and the intern for the purposes of the internship and recorded in writing in advance, including any intellectual property rights to same, shall remain the property of or be vested in the contributing party and shall not give rise to any licence other than for the purposes of the internship.
2. Any intellectual property rights to outcomes produced by the intern while carrying out their internship, including any in an internship report, thesis or any other research findings, such as a report, written machine language and/or source code but excluding the copyright to the internship or other report or thesis shall be vested in the internship host, unless:
  - a. the graduation outcomes were also partly produced by a university mentor (see Clause (7) of this article); or
  - b. the invention is not related to the subject matter of the internship assignment. Any copyright to an internship report, thesis or any other research findings, such as a report, shall constitute the intern's intellectual property.
3. In so far as is necessary, the intern shall assign and transfer in advance any intellectual property rights to which the internship host is entitled and which are referred to in Article 11.2 to the internship host and the latter consents to such assignment and transfer. Acting at the internship host's request, the intern shall do anything else that is required to assign such intellectual property rights, such as sign any documents needed for the assignment, application for and/or registration of such intellectual property rights.
4. Where the intern is entitled to compensation on the grounds of foregoing any intellectual property rights in accordance with the applicable law (for example, patent and copyright legislation), the internship host shall be responsible for its payment.
5. Any prototype made for the purposes of the internship shall be the internship host's property, unless the parties agree otherwise.
6. The university shall at all times be entitled to use any outcomes produced during the internship for its internal research purposes or its educational, public relations and/or application purposes free of any royalties. In the event that the intern produces an invention which is susceptible of being patented, they shall be mentioned as the inventor in any patent or application for same.
7. Any right to an outcome or any intellectual property right produced by a university mentor shall be vested in the university. In the event that an invention is produced which is susceptible of being patented and in respect of which a university mentor is one of the inventors, any entitlement to such invention shall be vested in the internship host together with the university. As the case may be, the university is willing to assign the ownership of any outcome or intellectual property right to the internship host in return for a competitive fee (which is still to be agreed on). In such a case the university shall receive a free licence from the internship host for educational, non-commercial research, publication and public relations purposes.
8. The parties shall notify each other in writing of any outcome which they have produced and any intellectual property right to or to be established to it before proceeding with any publication and, where applicable, the registration of such intellectual property right.
9. Unless otherwise agreed, any costs involved in the application for and/or maintenance of a patent shall be borne by the applicant.

10. The foregoing provisions shall also apply *mutatis mutandis* to any software which is developed in the course of a graduation project.

#### **Article 12. Right of public disclosure**

1. The intern shall give a presentation and shall publish an internship or other report or thesis, which is deemed to include through a repository as provided for in Article 12(2). In this respect the intern shall make allowances for what is stipulated in Articles 10 and 14, and where applicable the embargo deadline on any such internship or other report or thesis. By no later than two (2) weeks before publication, the intern shall provide the internship host with a draft of the relevant report, including its title and a summary, so as to enable the internship host to check the report for any confidential background information or patentable material. Academic integrity must also be upheld, which may also be the subject of verification. Such verification may not delay the timely uploading of the report and graduation. The intern shall comply with the university's rules governing the storage of data.
2. When uploading their internship or other report or thesis, the intern shall confer on the university the right to publish such report through its repository. In the event that the internship host is of the opinion that its actual or potential intellectual property or rights, or commercial interests may be infringed or prejudiced in this respect, the internship host may request an embargo to delay such publication for a period of no more than two (2) years. A definite embargo deadline for a report shall be determined in consultation with a university mentor and with the university's approval before it is uploaded. The intern shall not upload a confidential appendix.
3. An embargo shall not apply in respect of any meta data held in the repository. Where an embargo is granted, the internship host shall verify whether the formulation of the title, summary or other metadata needs to be revised before the intern uploads the relevant report. This shall not affect the intern's right to hand the entire graduation report to the relevant university mentor and/or examiners.

#### **Article 13. Fees and licenses for use of software**

1. Any software which the university supplies for educational purposes may not be used for commercial purposes.
2. In so far as the internship host and/or the intern has or have any commercial interest in the production of a usable product, any additional costs which the intern needs to incur in order to do this (the costs of the software and any licensing obligations, amongst other things) shall be borne by the internship host unless otherwise agreed.
3. The university shall not be liable for any expenses referred to in Clause (2).

#### **Article 14. Personal data**

1. In so far as any personal data is used during their internship, the intern shall treat it in strict confidence, shall comply with all of the internship host's stipulated policy and security rules and shall not copy such personal data to mobile media. The internship host shall be responsible for properly informing the student about the applicable policy and security rules in this respect.
2. The internship host shall only process the intern's personal data for the purposes of executing this agreement. The internship host shall ensure that data processing occurs in accordance with the General Data Protection Regulation. This shall entail that the internship host will:

- a. not process more of the intern's data than is necessary for the purposes of executing this internship agreement;
- b. ensure that the data is correct;
- c. not store any data for longer than is necessary for the purposes of executing this internship agreement;
- d. ensure that only those people have access to the intern's data who have been designated for this purpose.

The intern may invoke their rights in respect of the processing of their data in accordance with the General Data Protection Regulation.

#### **Article 15. Disputes**

1. Should there be any difficulties during the internship, the intern and the internship supervisor shall first endeavour to resolve them through close consultation.
2. In the event that consultations between the intern and the internship supervisor do not produce a solution that is acceptable to both parties, any such dispute may be brought before a university mentor.
3. In the event that the internship supervisor, the university mentor and the intern fail to resolve the matter, the dispute may be brought before the internship coordinator.

#### **Article 16. Liability and insurance**

1. In accordance with Section 7:658(4) of the Dutch Civil Code or similar legislation and regulations applicable in the country in which the internship occurs, the internship host shall be liable for any injury or loss which the intern may suffer while performing internship activities.<sup>1</sup>
2. The internship host shall be liable for any loss inflicted by the intern on another party.
3. The intern shall have a duty to take out private third-party liability and health insurance, while accident insurance is also recommended.
4. The university has taken out group liability and accident (where applicable) insurance for its students and interns by way of secondary cover.
5. The internship host shall protect the intern against any form of intimidation or discrimination in the workplace.
6. Should the intern work with genetic material, the intern shall be required to use such material in accordance with all legislation and government regulations and guidelines

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<sup>1</sup> Such liability may not be precluded by definition.

By way of explanation:

- In the first instance the internship host is liable for any harm inflicted by a subordinate on another party in accordance with Section 170 of Chapter 6 of the Civil Code (this also includes interns in this case) and for any damage which the intern causes to the property of the internship host itself under the terms of Section 7:661 of the Civil Code.
- Where the internship host's liability insurance does not provide any or sufficient cover, the intern shall first be required to rely on their own private third-party liability insurance. Where no cover may be found in the aforementioned circumstances, the university's group liability insurance may serve as a safety net in respect of any action undertaken by another party in relation to third-party liability.  
Such insurance shall cover damage caused to any goods which belong to or are under the control and/or responsibility of the internship host by the intern during or in relation to their work.
- Group accident insurance only provides limited cover. An intern is therefore urgently recommended to take out accident insurance them self.
- Any loss which occurs with or due to a motor vehicle shall be precluded from the university's cover.

which are applicable in respect of such material, including where applicable the terms and conditions of the country in which that material originates – Mutually Agreed Terms (MAT) – and/or prior informed consent – Prior Informed Consent (PIC)) – and shall ensure that it is able to present the university with all the requisite licences and permits when requested to do so.

#### **Article 17. Termination of this internship agreement**

1. An internship shall terminate:
  - a. at the end of the agreed period;
  - b. as soon as the intern ceases to be registered as a student of the university;
  - c. by mutual consent;
  - d. in the event that the internship host goes insolvent, is granted a moratorium on payments or its legal persona is dissolved.
2. The internship host shall be entitled to terminate this agreement immediately after having heard the internship supervisor and the intern involved:
  - a. in the event that the internship host is of the opinion that the intern repeatedly fails to comply with its rules or instructions in spite of a warning and/or conducts themselves in such other way that the internship host cannot reasonably be required to continue to assist with the internship;
  - b. should the intern fail to comply with their duty of non-disclosure in relation to the internship host pursuant to Article 11.

The internship host shall immediately notify a university mentor of a decision referred to in Subclause (a) or (b) through the intervention of the internship supervisor.
3. The relevant department shall be entitled to terminate this agreement immediately and to call upon the intern to return after having heard the internship supervisor and the intern involved:
  - a. in the event that the department is of the opinion that the internship does not comply with the educational objectives, is otherwise not proceeding in accordance with what is stipulated in this agreement or the intern cannot reasonably be required to continue their internship with the internship host;
  - b. where regulations governing privacy and harassment have been contravened.  
The department shall immediately notify the internship supervisor of such a decision through the intervention of a university mentor.
4. After consulting the internship supervisor and a university mentor, the intern shall be entitled to cancel this agreement immediately in the event that the intern cannot reasonably be expected to continue with their internship.

#### **Article 18. Suspensive condition**

This agreement has been concluded subject to the suspensive condition that the student satisfies the conditions governing admission to an internship by no later than the start of the internship period. The precise conditions applicable for admission to an internship are stipulated in the applicable education and examination and/or internship regulations.



**Article 19. Governing law**

This agreement shall be governed by and construed in accordance with the law of the Netherlands. In the event that a dispute occurs, the parties shall endeavour to resolve it in consultation with each other. Should the parties fail to do so, they shall resort to the district court of the district in which the university has its registered office. A Dutch court of law shall enjoy exclusive jurisdiction to hear a dispute.

**Article 20 Final provisions**

In the event that there is a conflict between this internship agreement and any other contract which the intern signs with the internship host, this agreement shall prevail.

## **Appendix B: Form for the evaluation of the performance of the student by the Internship supervisor (external)**

### **Internship evaluation Wageningen University**

#### **Report of the final evaluation meeting at the end of the internship period**

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Name student:

Registration number:

Company/Organisation:

Name supervisor(s):

Email address:

Date of final evaluation meeting :

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**1. The task(s) of the student during the internship period:**

**2. The results of the work during the internship period:**  
(short description of results, confidentiality, reporting )

**3. Performance of the student during the internship period**  
(energy, interest, responsibility, independency, punctuality, cooperation, 360 ° review,  
etc.)

**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.

<b>Assessment of professional skills</b>	<b>2-3</b>	<b>4-5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9-10</b>
Initiative, pro-activity and creativity						
Performance (in fulfilling tasks)						
Working attitude (independence/teamwork)						
Adaptation capacity						
Handling supervisor's comments and development skills						
Knowledge of the domain of Forest and Nature Conservation						
Time management						

**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:

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To be filled in by Wageningen University:

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

Date:

Course code:

# Appendix C: Assessment form BSc Internship Forest and Nature Conservation

Assessment BSc internship Forest and Nature Conservation 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			
Bsc programme			
Major			
Course code internship			
Short title BSc internship			
Date Bsc internship Forest and Nature conservation contract			
Date examination			
Name Wageningen University (WU) supervisor (internal)		signature	
Name supervisor internship (external)			
Name and address host organisation			
Name and signature examiner internship			
Evaluation criteria		Grading Mark 1-10	Relative weight *
<b>A Professional skills (40-60%)*</b>			55%
1 Initiative and creativity		1	1.00
2 Performance (in fulfilling tasks)			
3 Working attitude (independence/teamwork)			
4 Adaptation capacity (to new conditions)			
5 Handling supervisor's comments and development skills			
6 Knowledge of the domain of Forest and Nature Conservation			
7 Time management			
<b>B Report internship (30-50%) *</b>			30%
1 Overview of internship activities		1	1.00
2 Writing skills			
<b>C Self reflection on internship (10-30%)*</b>			15%
1 Self-reflection on professional en personal learning outcomes		1	1.00
2 Conclusions on career development path			
* Choose rel. weights to a total of 100%			100%
	<b>TOTAL</b>		1.00
	<b>FINAL GRADE</b>		1.0
<b>Comments internship provider</b>			

## Appendix D:

Manual for use of BSc internship Forest and Nature Conservation assessment rubric to be used in conjunction with the excel evaluation form

### Rubric for assessment of BSc Internship Forest and Nature Conservation

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

Item	Mark for item					
	2-3	4-5	6	7	8	9-10
<b>A. Professional skills (40-60%)</b>						
<b>1. Initiative and creativity</b>	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 and actively puts these on the table.	Innovative methods and analysis of information/data. Possibly new ideas for the project have been formulated by the student.
<b>2.a Performance (in fulfilling tasks) accuracy</b>	Not able to execute tasks that are described in detail by the supervisor and/or lost when using data.	Makes many errors when executing detailed instructions even with help of supervisor.	Executes detailed instructions to some extent and avoids errors as long as direct help is present,.	Executes detailed instructions but does not take sources of error or uncertainty into account.	Executes detailed instructions and takes sources of error or uncertainty into account.	Executes detailed instructions and beyond and anticipates sources of error or uncertainty.
<b>2.b Data management (methods, collection)</b>	No description of methods and collection and recording of the information/data	Insufficient description of methods and collection and recording of the information/data collected.	Some description of methods. Collection and recordings of the information/data are present but not always sufficient.	Most methods are described. Collection and recordings of the information/data are present and mostly sufficient.	Methods are described but details are sometimes lacking. Collection and recordings of the information/data are present and sufficient.	Description of methods and collection and recordings of the information/data are appropriate, complete and clear.
<b>3. Working attitude (Independence/ teamwork)</b>	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.
	The student can only perform the work properly after repeated detailed	The student needs frequent instructions and well-defined tasks from the supervisor	The supervisor is the main responsible for setting out the tasks, but the student is	Student selects and plans the tasks together with the supervisor and performs	Student plans and performs tasks mostly independently, asks for help from the	Student plans and performs tasks independently and organizes his sources of

Item	Mark for item					
	2-3	4-5	6	7	8	9-10
	instructions and with direct help from the supervisor.	and the supervisor needs careful checks to see if all tasks have been performed.	able to perform them mostly independently	these tasks on his own	supervisor when needed.	help independently.
<b>4. Adaptation capacity (to new conditions)</b>	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.
<b>5. Handling supervisor's comments and development skills</b>	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 an academic level, i.e. he explores solutions on his own, increases skills and knowledge where necessary.
<b>6. Knowledge of the domain of Forest and Nature Conservation</b>	Student does not master the most basic knowledge (even below the starting level for the internship).	The student does not understand all of the subject matter discussed in the internship.	The student understands the subject matter of the internship on a textbook level.	The student understands the subject matter of the internship including the literature used in the internship.	Student is well on top of subjects discussed in thesis: not only does he understand but he is also aware of current discussions in the literature related to the internship topic.	Student is well on top of subjects discussed in internship: not only does he understand but he is also aware of discussions in the literature beyond the topic (but related to) of the internship.
	Student is not able 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 internship 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.

Item	Mark for item					
	2-3	4-5	6	7	8	9-10
<b>7. Time management</b>	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>B. Report internship (30-50%)</b>						
<b>1. Overview of internship activities</b>	Not clear what the student did during the internship, not clear why the student did it, the results are messy and no analysis of the results.	Not fully clear what the student did during the internship, not fully clear why the student did it, the results are poorly presented and the analysis is incomplete.	It is understandable what the student did during the internship, but the description is superficial, results are poorly presented and the analysis is superficial.	Description of what the student did during the internship is lacking in some places. Results are accurately presented, analysis of the results is mostly appropriate.	Description of what the student did during the internship is mostly complete, but there are lacking some details, Results are presented and analyzed appropriately	Description of what the student did during the internship, the presentation of the results and the analysis is excellent, appropriate and clear.
<b>2. Writing skills</b>	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.

Item	Mark for item					
	2-3	4-5	6	7	8	9-10
<b>C. Self-reflection report on internship (10-30%)</b>						
<b>1. Self-reflection - professional learning outcomes - personal learning outcomes</b>	Is not able 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 analyze 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 analyze 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.
<b>2. Conclusions on career development path</b>	No link between personal learning outcomes, conclusions on career development.	Conclusions on career development are drawn, but in many cases only address part of the learning outcomes. Conclusions on career development merely repeat learning outcomes or conclusions are not substantiated by examples.	Conclusions on career development are linked to the learning outcomes, but not all learning outcomes are addressed. Some conclusions on career development are not substantiated by examples results or merely repeat examples.	Most conclusions in career development are well-linked to learning outcomes and substantiated by examples. Conclusions on career development mostly formulated clearly but some vagueness in wording.	Clear link between learning outcomes and conclusions on career development. All conclusions on career development are substantiated by examples. Conclusions are formulated exact.	Clear link between learning outcomes and conclusions on career development. Conclusions substantiated by examples. Conclusions on career development are formulated exact and concise. Conclusions are grouped/ordered in a logical way.