



MSc Internship Course Guide Wageningen University

SGL70224 and SGL70424 MSc Internship Soil Geography and Landscape

- Part A: information about MSc internships at WU
- Part B: chair group SGL specific regulations

Version: 6.2 (10 November 2023)

Changes in 6.1

- Added section about delays
- Added section about generative AI

Changes in 6.2

- Brought in accordance with EER 2023/2024 (inclusion of WUR staff as potential assessor + examiner is one of the assessors)

Please always refer to the latest version, available from

- Staff: [ESA portal](#) (under 'Guidelines for supervisors')
- Students: [WUR website](#) (current students -> MSc thesis)

The Programme Director responsible for MSc theses ([Marjolijn Coppens](#)) encourages feedback/suggestions for adjustments.

[The Student Charter](#) shall prevail in any instances of inconsistency with this document.

Additional information specific to programmes or chair groups is provided online (via Brightspace and/or webpages).

Part A. Education & Student Affairs, November 2023

Part B. ESA, adapted by Philip Minderhoud and Susan Klinkert – SGL internship coordinators, March 2024

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Part A: Information about MSc internships at WU

1. General information

This internship guide describes the general internship procedures for all chair groups of Wageningen University. The internship course guide is meant for staff and students. It includes information about the goal of MSc internships, the necessary procedures before starting and during the internship, as well as the assessment procedure.

Wageningen University distinguishes between two categories of internships. In a *research internship*, you work on a single research project that is completed with a research report. In a *professional internship*, you contribute to different projects. You complete the professional internship with a set of deliverables and a context report.

A separate course guide applies to the *Research Practice*. This is a thesis-like project with additional learning outcomes and related assessment criteria that – depending on the programme and individual arrangements made with the Examining Board – may be done instead of an internship.

Course profile

During an academic internship, you put your acquired knowledge and skills into practice while gaining relevant work experience at an academic level. The aim of the internship is to apply knowledge and perform skills in a potential future work field, for example in a company, a public institution, a research organisation, another university, or a non-governmental organisation.

Language: English
Credits: 24-36 ECTS*
Period: The start date of your internship is determined in consultation with your supervisors

* Most study programmes require a minimum of 24 credits for the internship; see the Study Handbook for more information. Only in consultation with your study adviser and the internship coordinator (of the chair group) can you extend the length of your internship to a maximum of 36 credits. You should discuss extensions before you start the internship, and an extension of the internship should be accompanied by an extension of the personal learning goals. You should be able to complete the internship report within the internship period; depending on the internship, you should finish your work at the internship provider earlier in order to complete the report.

You should spend 28 hours for each EC (672 hours for a 24 EC internship: 16 weeks of 42 hours, or nearly 17 weeks of 40 hours). We expect you to work a fulltime workweek at the internship provider, according to their working times. The workweek at an internship provider is mostly shorter than 42 hours, which means that you can use the other hours to work on your internship reports. If you work less than fulltime at your internship provider, your internship duration should be extended to get the same number of credits.

Learning outcomes

After the successful completion of your MSc internship, you are expected to be able to:

1. Evaluate career interests and ambitions in relation to the internship project and reflect on professional ambitions and capabilities.
2. Perform a set of general professional skills at Master's level.
3. Transfer knowledge acquired during MSc education to a professional context and conduct work tasks and projects at the level of an MSc graduate.
4. Evaluate the scientific and societal context and relevance of the internship project tasks.
5. Define personal learning goals, which could include domain-specific skills, and reflect on development therein.

Ad. 5) In addition to the above-mentioned learning outcomes, you should formulate at least two *specific personal learning goals* 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 during your internship. Make sure your personal learning goals are formulated properly by making use of the guidelines in Appendix I.

Examples of personal learning goals are:

- I accept and implement feedback.
- I work professionally and can deal with a tight time schedule without getting stressed.
- I am able to express my point of view in a professional setting.

Criteria for academic internships

The internship at the Wageningen University (WU) needs to be an *academic* internship. This means that an internship should have certain characteristics that fit an academic career path. The internship therefore needs to meet the following requirements:

- Your tasks during the internship require academic level of thinking (i.e. the internship needs to include a content driven assignment, such as working on a research project, a policy document, a communication plan, an evaluation report, a design, or education materials).
- Your internship reflects the desired level of a Wageningen graduate (i.e. it needs to be at an appropriately academic level).
- Your supervisor at the host organisation works at an academic level.

2. Preparation for the internship

The supervision of your internship is the responsibility of a Wageningen University chair group. Your study programme determines which chair groups are entitled to supervise your internship. Consult the description of your MSc programme in the Study Handbook and contact your study adviser to find out more about the chair group(s) allowed to supervise your internship.

People involved in your internship

Actors involved in the learning process:

- The *internship coordinator* is the contact person within the chair group. You can find the internship coordinator of each chair group in the online Study Handbook of Wageningen University. The internship coordinator needs to approve your internship contract in advance. They also appoint a supervisor from the chair group (WU supervisor/university mentor). The student enters in Osiris who is their main and administrative supervisor.
- The *host supervisor*¹ is your supervisor on behalf of the internship provider. They will guide you through your daily activities and give feedback on your performance. Preferably, your host supervisor is a university graduate. If not, they should at least work at an academic level. Your internship organisation determines who your internship supervisor is.
- The *main and administrative supervisor* is the WU supervisor², often an Academic WUR staff member and advises and supports you before the start of the internship by supervising the completion of the Learning Agreement (defining specific personal learning goals, etc). You will discuss the progress of your learning process with the WU supervisor during the evaluation moments and can contact your WU supervisor for advice or in case of difficulties. Your WU supervisor also supports you at the end of the internship by giving you feedback on the final internship report

Actors in the assessment (the main and administrative supervisor assigns the assessors and examiner in Osiris):

- *Advisor on assessment*: If the host supervisor does not meet the same criteria as an academic WU staff member they provide advice to assessor 1, otherwise they act as assessor 1.
- *Assessor 1*:
 - If the host supervisor meets the same criteria as an academic WUR staff member of a chair group they can be Assessor 1.
 - Otherwise, an academic WUR staff member² (usually the main and administrative supervisor)
- *Assessor 2*: Academic WUR staff member²

¹ In the internship contract, the host supervisor is indicated as 'internship supervisor' and the internship coordinator is indicated as 'university mentor'.

² From the EER for the academic year 2023/2024 onwards, the following holds for both supervisors and assessors: 'During the internship, thesis and research practice, the Master's student is supervised by a WUR staff member affiliated with a chair group with a PhD degree or an equivalent research profile, or someone who performs this role under the responsibility of this staff member. The equivalence of the research profile is at the discretion of the examiner of the course under consideration.'

- *Examiner* (one of the two assessors³): is responsible for the final grading of your internship and determines the final grading in consultation with Assessor 1 (and 2, if applicable). The examiner is appointed by examining board, according to R& R article 8.2b (doctoral degree). Only examiners listed for the courses in the course catalogue can decide and finalize the grade in Osiris.

How to find an internship

There are differences between chair groups with regard to how internships should be found and arranged. In some chair groups, it is common practice that you find the internship yourself. Other chair groups provide you with internship projects.

In general, you can take the following steps:

- Discuss the planning of your Master's programme, including your internship, with your study adviser. Check, in consultation with your study adviser, which chair groups are allowed to supervise your internship. Ask your study adviser for tips regarding finding appropriate internships.
- You should start searching for an internship at least three to six months in advance, and at least six months in advance if you plan to do your internship abroad. Before first looking for potential internships, ask yourself what you would like to learn during your internship, ask fellow students about their internship experiences, ask lecturers for contacts, read professional journals, search the internet to find names of possible internship providers and check the websites of the chair groups for available internships. The student career services also receive vacancies for internships. On the WU-website, you can find several databases with internship opportunities.
- Check out the procedures for the relevant chair groups for contacting the internship coordinator or checking the information on their website, in portals, etc. Make sure that you know how the relevant chair group arranges internships.

Contract, Learning Agreement and Internship Plan

Before the internship starts, you, the host supervisor and the internship coordinator from the chair group have to agree on the formalities of your internship. These agreements need to be stated in the *Internship Contract*.

In addition, you and your WU supervisor have to make agreements related to your learning process during the internship. These agreements are written down in the *Learning Agreement*. You as a student fill in the learning agreement in Osiris. You can find the instruction on how to initiate the process at <https://wur.eu/tir-start>.

Finally, you, your host supervisor and your WU supervisor have to make agreements concerning the content of your internship that need to be written down in an *Internship Plan*. Usually, the Internship Plan is attached to the Learning Agreement.

Internship Contract

The WU Internship Contract (see overview of downloads in Appendix IV) is the preferred contract to use for your internship. However, if the internship provider requires you to fill in their own contract, then please use the checklist found in Appendix II to check for tips and potential bottlenecks related to the internship contract. It also includes guidelines for a separate NDA (Non-Disclosure Agreement), if applicable.

³ In previous versions of the course guide, it was stated that the examiner is 'often Assessor 2'. However, the EER states that the 'the examiner is one of the assessors' (article 46b in EER 2023/2024).

Use the internship contact to record agreements concerning confidentiality and data management.

A non-WU internship contract requires an extra check with the legal services of the specific science group that the chair group belongs to. You should factor in about one month for this check. You, the host supervisor and the **internship coordinator of the chair group** need to sign the contract. Issues with contracts can always be checked; you can contact the internship coordinator if you have questions about the contract.

Learning Agreement

The *Learning Agreement* (see overview of downloads in Appendix IV) contains a description of the internship assignment, your personal learning goals, the agreement on supervision, planning, evaluation moments, and (if applicable) risk assessment. You and your WU supervisor must sign the learning agreement.

Students from non-EU countries may face problems with immigration rules if they are planning to do an internship in an EU country other than the Netherlands. In the Netherlands, a tripartite contract is necessary (a requirement of the IND; a tripartite contract is signed by the internship provider, the internship coordinator of the chair group and the student). If a tripartite contract has been arranged and signed, non-European students do not have to apply for a working permit.

In other EU countries, you may need other documents, like a working permit. If so, it could be impossible to do your internship, due to time consuming procedures. You may need a letter from our University stating that you are registered as student at the University and that the internship is a compulsory part of your study programme. If you need additional support, please contact the internship coordinator. Furthermore, it is advisable to contact the specific Embassy to check which documents are necessary.

Internship Plan

The Internship Plan can be considered as a project proposal for your internship. Within the plan, you need to describe your internship assignment in detail. You should make clear whether your internship is a *Research Internship* (completed with a 'research report') or a *Professional Internship* (completed with a 'context report' and deliverables of projects that have been part of your internship). Ask your supervisor what level of detail is expected for your Internship Plan.

Further information on WU travel policy, insurance and grants

Travel policy for students

Are you planning to travel abroad or, as an international student, are you temporarily travelling back home in the context of your studies at Wageningen University & Research? Find out in good time whether this trip concerns a **risky area** (source: Dutch Ministry of Foreign Affairs). If so, you will have to receive permission. In that case, you should submit a **travel request** together with your internship coordinator.

You will need to complete a form that also functions as a checklist to ensure that you are well-prepared for your trip. This checklist includes precautions – both mandatory and otherwise – such as travelling together with a student who is already familiar with the area, (additional WU) insurance, safety training, registration in Kompas (Foreign Affairs) and recommended vaccinations. You can find the form on the website mentioned below.

For actual information on travel policy WU, check the website:

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

Travel Insurance

Students participating in internships and/or conducting thesis work abroad as part of their study programme at the University are covered by the collective travel insurance of Wageningen University & Research. You do not need to pay to make use of this collective travel insurance. More information you can find here (heading Collective Travel Insurance): <https://www.wur.nl/en/Education-Programmes/Current-Students/Insurance.htm>

Grants

There are some possibilities to apply for grants if your thesis, internship or research practice takes place in a foreign country, but most times the chance to receive a grant is small. For information about grants, see the following websites:

- <https://www.wur.nl/en/Education-Programmes/Study-Abroad-and-Exchange-Students/Outgoing-from-Wageningen-University.htm>
- <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>

Approval for starting the internship

Your internship is approved when:

- The main and administrative supervisor approves your learning agreement. This includes checking that your internship is at an appropriate academic level (see the criteria for an academic internship).
- You have agreed to and signed internship contract.
- You agree to remain registered as an MSc student at Wageningen University for the duration of your internship.

The Learning Agreement is often not approved before the start of the internship, but will be completed during the first two weeks, especially when information from the host supervisor is required.

3. During your internship

Supervision

During your internship, you will have two supervisors: the host supervisor and the WU supervisor. The host supervisor is your daily supervisor, while the WU supervisor is, in most cases only involved at the start, in the progress evaluation and in the assessment of the internship.

At the start of the internship, you and your supervisor discuss how your internship will contribute to a future career, your personal learning goals for the internship and how you will achieve those goals. *Note that you might exceed the 3000 character limit for this field in Osiris. In that case please make a short document of the learning goals, below refer to that document and upload it in "optional documents during process".*

During the internship, your WU supervisor plays a coaching role for you and an advisory role for you and the host supervisor. You are expected to keep your WU supervisor informed of the progress and to ask for advice and feedback. Do not hesitate to contact your WU supervisor if you encounter problems during the internship or you feel that your expectations for your learning have not been met.

In the final stage of the internship, you and your WU supervisor will discuss your reflections on your strengths and weaknesses in relation to your career ambitions and the contribution of your internship experience to the learning outcomes of the programme and your personal learning goals.

Progress evaluation and communication

For a successful internship, it is important that you discuss progress during your internship with both of your supervisors. In addition to regular meetings with your host supervisor, a progress evaluation meeting needs to be organised with your WU supervisor to discuss your progress and performance so far. In preparation to this meeting, you and your host supervisor complete the Progress Evaluation Form in Osiris, you ask your host supervisor for specific feedback and afterwards the host supervisor approves your progress evaluation form and it is send (by Osiris) to your WU supervisor.

During the progress evaluation meeting, all aspects of the internship project at that point are discussed (i.e. internship plan, supervision, performance). The principle of two-way feedback applies to the progress evaluation: if you have experienced any shortcomings in your supervision, then this is a good moment to discuss them and make agreements on potential improvements. In case of severe problems regarding your dedication, skills, knowledge or communication, your WU supervisor and the internship examiner, may decide to terminate the internship project. The outcome of the evaluation will be discussed with you and your WU supervisor and will be registered in Osiris afterwards.

The internship assessment form and rubric are used for evaluating your progress and provide a clear picture of what is going well and where improvement is needed. If the desired level of progress has not been achieved as planned, due to reasons beyond your control (e.g. illness, problems in supervision), the planning of the rest of the project may need to be adjusted, and new, feasible end goals defined.

4. Internship activities

You may opt for a research driven internship at a research organisation, a more general internship at a government or non-governmental organisation or a commercially-oriented internship in the private sector. Keep in mind that different internships may result in different products and outcomes, but they also have different contractual agreements (think about confidentiality issues and legal issues). In case of issues with contracts, you can contact the internship coordinator, as explained in Chapter 2.

Project assignment and activities

There is much variety in the assignment and activities of internships. If you have chosen to do a research internship, your assignment and activities will usually be related to one specific research assignment that you should complete during the internship. If you have chosen a professional internship, you will probably contribute to a variety of projects or contribute to a single, larger project. Most important is that you complete the project assignment(s) and activities to the best of your abilities. Development of professional skills and attitude and the relevance of your contribution for the internship provider are core elements in the evaluation of your performance. Additionally, throughout the internship, you should be working on your personal learning goals.

Oral presentation

During the oral presentation, you present your product to the internship provider. Your WU supervisor will attend the oral presentation if possible, so do not forget to invite them. In some chair groups, it is common that you are requested to present your results to the chair group as well. Discuss in advance what WU supervisor's chair group expects from you.

Project report

The project report should express the *academic quality* of the internship.

- If the internship consists of several interlinked projects, the product can be a *set of deliverables* plus a *context report*. The set of deliverables should provide an overview of the products created during the different projects, while the context report should contain a description of the assignments, the scientific context of the internship, an overview of the internship activities and a reflection on the products vis-a-vis the list of requirements, the usability for the organisation and academic relevance (see the Learning Agreement).
- In case of a research driven internship, the report can be a *research report*. The research report addresses (at minimum) the description of the research assignment, the scientific context of the internship, research methods, results of the assignment, conclusions and a discussion.

In some cases, the internship provider may label the report or other products '*confidential*'. For legal guidelines, see the contract format (download available in Appendix IV). Wageningen University will not store these confidential products without prior consent from the internship provider or will not make them accessible for third parties: the report will be stored with confidential status. Wageningen University uses the reports for visitation purposes and quality assurance by the examining board only.

Reflection report

The reflection report is a personal reflection on the **academic skills** that you were able to apply or learn during the internship, the general and personal learning goals that have been achieved (or are still to be achieved) and on the contribution of your internship to your career. The reflection report includes (at least) the following components, making use of the outcome of the progress evaluation:

- Motivation for the internship.
- A reflection on the general learning outcomes of the internship.
- A reflection on your personal learning goals, as set out in the Learning Agreement.
- A reflection on the relation between your Master's programme and your internship, and your potential professional career and future work field.

You will upload your reports in Osiris as soon as possible, ultimately ten working days before the oral defence and always in concert with your WU supervisor. You usually get one possibility to (upload and) discuss a draft report with your WU supervisor before you upload the final report.

Oral defence

After completion of your internship, there is an oral defence of your project and reflection report with your WU supervisor and the examiner of your internship. The discussion focuses on the contents of the internship, in which your knowledge, understanding, insights, as well as creativity and scientific attitude are evaluated. You are expected to be able to place your results and conclusions in the wider context of the field of science and to indicate the possibilities for putting your findings into practice. The oral defence will be scheduled ten working days after you submitted your reports to the supervisor and examiner. You must make an appointment for the oral defence.

Use of generative artificial intelligence (e.g. ChatGPT, BARD, DALL-E, Elicit)

The use of generative artificial intelligence to create ready-made content in assignments is considered fraud, so it is not allowed to copy-paste the output of AI.

However, you are allowed to use AI as a sparring partner, and as a feedback tool for the quality of your text (e.g. as a spell checker or grammar checker). However, the use of AI is always subject to the following rules:

- Acquiring active writing, designing and reflection skills is an important part of your internship. The use of AI should only be in support of, not as a replacement for these skills.
- You will always be held accountable for the correctness, completeness, and coherence of all your texts. The correctness of the output of AI is never guaranteed. AI chatbots have been known to confidently assert false claims as true. You should always critically evaluate the output.
- When you use AI for your work, acknowledge your use and report how it affects your products.

Both your internship report and your reflection report should contain an **appendix on the use of AI**. In this appendix, you state whether you used AI for your internship, and if so, how.

In case you did not use AI, this appendix can be one sentence in which you state that you did not use AI. In all the other cases you have acknowledge your use and report how it affects your assignment. The appendix should contain a list of the prompts you used, a link to the conversation (see [FAQ](#) for ChatGPT) and an explanation of how you used the output of AI (i.e. in what way did the output of AI affect your text).

5. Completion of the internship

Assessment of the internship

The assessment strategy below shows the relation between the learning outcomes and the different parts of the assessment. In order to complete the internship successfully, minimum scores of at least 5.5 are required for each of the four categories 'performance', 'oral presentation', 'report' and 'defence' and a pass score is required for the 'reflection report'. See Chapter 2 for a further explanation on the roles of host supervisor, WU supervisor and examiner in the assessment.

		Assessment categories				
		Performance	Report	Oral presentation	Oral defence	Reflection report
Weights	Description					
	% of grade	50%	40%	5%	5%	pass/fail
Learning outcomes	1 Evaluate career interests and ambitions in relation to the internship project and reflect on professional ambitions and capabilities.	x				x
	2 Perform a set of general professional skills at Master's level.	x	x	x		
	3 Transfer knowledge acquired during MSc education to a professional context and to conduct work tasks and projects at the level of an MSc graduate.	x	x	x	x	
	4 Evaluate the scientific and societal context and relevance of the internship project tasks.		x		x	
	5 Define personal learning goals, which could include domain-specific skills, and reflect on development therein.					x
Assessors	Host supervisor (advice)	x	optional	x		
	Assessor 1	x	x	x		x
	Assessor 2	optional	x	optional		x
	WU Examiner (grade)*	x	x	x	x	x

* The examiner will determine the final grading after a discussion with the WU supervisor.

A rubric is used for feedback and grading (see Appendix IV). The (advice on) assessment of the host supervisor is done in Osiris and communicated to the Assessor 1. Assessor 2 (often also the examiner) grades the report and reflection report independently. At the end of the internship period, the examiner decides about the grade in Osiris. In addition, after the examination you will receive the reasoning behind your internship grade, including specific feedback on all assessment categories.

Delay and possibility to resit

The start and end date of your internship are recorded in the Learning Agreement and Internship Contract. You should complete their internship project within the time allocated to this programme component (*i.e.* 4 months for a 24 EC internship or 6 months for 36 EC internship). There are a three acceptable reasons for a longer runtime of an internship project: planned longer duration of your internship project, force majeure or an insufficient result for your internship.

Planned longer duration of the internship project

If the student plans to undertake additional activities next to the internship, the total runtime of an internship project can be longer than the nominally allocated time. Examples are that the student has a job, has planned holidays, or will do a student-assistantship. You can take this into account upon the student's request by adjusting the expected date of completion (to be filled out in the learning agreement). This situation is *not* considered as delay.

Delay due to force majeure

If the planned period needs to be extended due to *force majeure*, you should submit a request to the student dean. The dean is to decide whether this is a case of *force majeure*, and advises the Examining Board. The Examining Board can then decide to extend the term for the internship. In that case, the expected date of completion will be moved forward, in accordance with the extent of the delay.

Delay due to an insufficient result

Around the expected date of completion of the internship, the internship is assessed, and the grade is registered in Osiris. In this way all students are graded after the same amount of time, which makes the grading fair for all students.

If the assessment is insufficient, but your supervisor and you expect that you will be able to finish the project successfully within two extra months, the examiner registers the grade in Osiris as INCOMPL. Next, you have two months to improve the work to a sufficient level. In the case of *force majeure*, these two months can be extended under the same conditions as above (via student dean and Examining Board).

After two months, the work of the student is assessed again (again with two independent assessors, and the examiner determining the final grade). If the result is sufficient, the grade is registered in Osiris. If the result is insufficient, INSUFF will be recorded in Osiris

In case of an insufficient final grade, you can start a new MSc internship, not necessarily with the same supervisor or in the same chair group. This is officially considered a resit but means that the entire internship needs to be redone.

In case of force majeure (circumstances beyond one's control) you can discuss an adjustment to your time schedule with your supervisor. Your supervisor can register an adjusted end date in Osiris.

In case of functional disabilities or other valid reasons for delay that are known beforehand, those should be mentioned at the start of the course. Your supervisor will only extend the regular duration of the project based on the advice of a student dean.

If you do not manage to complete a satisfactory project and reflection report before the end date recorded in the learning agreement, you may ask your supervisor for an extension of two months. Supervisors will extend the end date if they expect that you will be able to hand in a satisfactory report within these extra months. If you are not able to hand in a satisfactory report within two extra months, your WU supervisor and examiner can decide that you should start a new internship. This new internship does not necessarily need to have the same supervisor, chair group or be on the same subject. If you do start a new internship, this is still considered as a resit.

If you and your WU supervisor disagree on your being able to pass the course in two extra months, and you do not get up to two months extension for finishing your internship, you are able to send an appeal to the Examination Appeals Board. But ask your study adviser for advice first in this case; usually there are other possibilities to solve the issue.

Feedback on your internship

Following the assessment, Wageningen University will send you a link to an online evaluation questionnaire. Please complete this, even if your internship project is finished. The results of the questionnaires help us to improve the quality of the internship supervision and organisation, and to identify potential (or actual) problems. The evaluation is anonymous.

Part B: Soil Geography and Landscape group specific regulations

Contact persons at SGL

Internship coordinator:	Dr. Philip Minderhoud – philip.minderhoud@wur.nl
Internship co-coordinator:	Susan Klinkert MSc – susan.klinkert@wur.nl
SGL secretary:	Carla Wagter-Van Rooijen – carla.wagter-vanrooijen@wur.nl
Potential WUR supervisors:	All SGL staff members
Potential examiners:	Please discuss with your supervisor(s)

Practical guide for an internship through SGL

- 1. Orientation** (at least three to six months before the internship starts)
 - Meet with your study adviser to discuss your study plans, including internship plans.
 - Orientate yourself on possible internships. Make an appointment with the internship coordinator of the chair group.
 - ➔ Use the internet and your network to identify potential internship providers, interesting projects, and potential host supervisors.
 - ➔ Make an appointment with the internship coordinator of the chair group to discuss your plans. The coordinator can suggest links to specific organizations or people to contact. In some cases, specific internship possibilities can be suggested by the coordinator.
 - ➔ The internship coordinator may suggest a WU supervisor to help develop your plans. The WU supervisor should in principal not be the same staff member that acted as daily supervisor of your thesis.
 - Prepare a motivation letter and CV (you can contact the Student Career Centre for tips on motivation letter and CVs).
 - Contact potential internship providers.
 - ➔ We encourage you to contact potential host supervisors directly, rather than contacting HR departments.
- 2. Preparation** (after finding a possible internship provider, apply before the formal start of the internship)
 - Check with the internship coordinator of the chair group if your internship meets the criteria and who your WU supervisor will be during the internship.
 - Ask a SGL staff member to act as WU supervisor and discuss the internship details (internship type (i.e. professional/research), host institute, ECTS, etc.), and discuss potential examiners.
 - [Initiate the administrative process in Osiris.](#)
 - ➔ Exchange of documents (e.g. contract, learning agreement, report and evaluations) is all through the Osiris, where it is automatically registered and archived.
 - ➔ Osiris will send automated messages when input is needed (e.g. from supervisors).
 - ➔ Check Figure 1 below for an overview of the internship procedure in Osiris.

After approval of the academic level of the internship*:

- Discuss the exact internship tasks with the host supervisor and WU supervisor.
- Complete the UNL/Wageningen University internship agreement (preferred), (see Appendix IV for the download), or the internship contract of the internship provider (not preferred/or as second contract parallel next to the UNL agreement, see Appendix II for the checklist), in close cooperation with your supervisors.
- The host supervisor and the internship coordinator (not the WU supervisor) should sign the final UNL/Wageningen University internship agreement (a possible second contract between the host institution and the intern is not signed by WU). The WU supervisor will check the final contract and sends it for signing to the internship coordinators (philip.minderhoud@wur.nl & susan.klinkert@wur.nl)
- Start to work out your Learning Agreement in Osiris. Define your personal learning goals (see Appendix I). Under 'Staff' choose as "coordinator chair group" Philip Minderhoud (philip.minderhoud@wur.nl) and as "additional coordinator chair group" Susan Klinkert (susan.klinkert@wur.nl)
- Submit the Learning Agreement to your WU supervisor through Osiris and await/discuss feedback to prepare the final version.
- Plan and discuss feedback moments with your WU supervisor.
- Write an internship plan (project proposal for the internship) and discuss with your WU supervisor for approval. A template for the SGL internship plan is provided in Appendix V of this document (and also attached as a Word document to this pdf).
- The signed UNL/Wageningen University internship agreement (contract) and the approved SGL internship plan must be added as attachments under the learning agreement in Osiris by the student.

*Note: In case of multiple applications, inform other involved internship providers that you accepted a position elsewhere.

3. During the internship

- Plan evaluation meetings with the host supervisor.
- Plan the progress evaluation with the WU supervisor and ask the host supervisor to complete the progress evaluation form in Osiris in advance. See Appendix III for more information.
- Sent regular updates to WU supervisor about your progress.
- After successful progress evaluation, the WU supervisor will complete the progress evaluation in Osiris and proceed with the selection of the assessors and examiner. When the internship host supervisor has a PhD degree (Dr title), they can also act as formal supervisor (Assessor 1). In that case the WU supervisor will become Assessor 2 and will also take the role as examiner.

4. Finalisation

Four weeks before the end of the internship:

- Arrange a day, time and location for the oral presentation at the internship provider. If possible, the WU supervisor will be present too.
- Arrange the final evaluation with the host supervisor (based on the evaluation form, see Appendix IV for the link).
- Communicate with the WU supervisor about the planning of the reports (of the complete draft versions and complete, final versions for assessment).

- Arrange a day, time and location the defence with your WU supervisor and the examiner.

Three weeks before the end of the internship:

- Provide a draft portfolio of products to the internship provider for a check of the correct representation of the organisation and projects, and on confidentiality.

Two weeks before the examination:

- Upload the project report and the personal reflection report in Osiris
- The host supervisor fill in an evaluation form about your performance in Osiris. Depending the qualifications of your host supervisor this is either an advice about the grading for Assessor 1 or the host supervisor is Assessor 1 in which case the WUR supervisor becomes Assessor 2.
- Assessor 2 (often the examiner) will independently fill in an assessment form in Osiris.

After the examination:

- The WU examiner will decide about the grade in OSIRIS.
- Store your data in correspondence with the agreements made on data management.

★ Extra steps for internships abroad:

- Register study related travels in Osiris
- If applicable: arrange the permission to travel to risk areas (see WU travel policy).
- 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 your OV card to receive a refund of travelling costs (*for Dutch students only*).

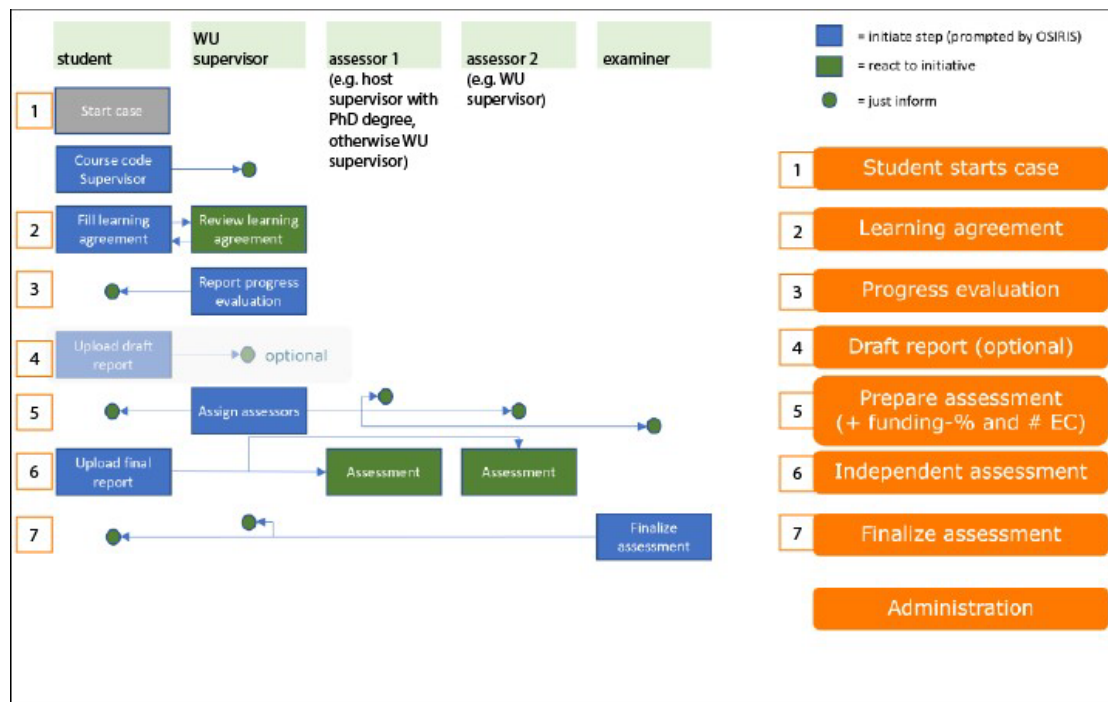


Figure 1: Flowchart of the Osiris procedure with the different steps and responsibilities. Edited after ESA flow chart.

Appendices

Appendix I: Guidelines for defining your personal learning goals

Why is it important?

Setting up personal learning goals supports you to focus on your learning process and progress during the internship. These learning goals are the behaviour and knowledge areas that you identify as important for your learning. Your goals should be useful for you, yet they should not be only self-serving. Working on your personal learning goals should enhance your functioning within the internship organisation and result in a higher quality end product. Therefore, it is useful to discuss your personal learning goals with your supervisors. Your previous lectures or peers with whom you have worked during earlier projects might already have some useful feedback that provides you with input for defining your personal learning goals.

How do I define personal learning goals?

For the internship, you need to formulate a minimum of two personal learning goals. These can be, for example, related to your professional career ambitions, specific domain knowledge you want to obtain or specific skills you want to improve. For each learning goal you follow the following steps.

Step 1. Choose elements from the different domains of learning (academic/scientific and social learning), as an inspiration to set up personal learning goals. Choose elements you feel personally motivated to work on in the coming months.

Step 2. Describe the learning goal in general terms in one sentence. Start with 'I' and formulate your goal positively and actively. Describe what you aim for. Make it active in the sense that you state the desired outcome. Do not state what you do not want: state what you want.

For example: 'I accept and use received feedback'.

Or: 'I determined if the tasks, structure and working environment of the internship provider are an appropriate career goal for me'.

Step 3. Create a visual analogue scale from 0 to 5 and define the level of attainment you aim at. A '5' means an optimal performance in relation to the specific learning goal you want to improve. Describe the desired level you are aiming to achieve in a short description. It can be a combination of the three aspects knowledge, skill and your personal attitude (or convictions).

E.g. aspects related to:

- Knowledge: learning to know when and how to apply knowledge.
- Skills: learning to do.
- Attitude: learning to *act* (e.g. related to others and yourself, sense of care, sense of responsibility, integrating values into your own value system).

Example of the desired attainment level at in case of 'I accept and use feedback'.

'I have an open attitude and pro-actively ask for feedback. Furthermore, I have a conversation about that feedback to truly understand it. Based on this conversation, I design a plan to implement relevant feedback and consciously use that plan during my internship. I

welcome feedback from my colleagues and host supervisor. I check with them whether I have improved regarding the feedback they gave me.'

Step 4. Indicate your current level of performance.

Describe your current level of performance regarding the learning goal: assess your own abilities, for example by including elements of knowledge, skills and attitude. It helps you to clarify what steps need to be taken to improve.

Example present performance:

'I am open to receive feedback from most of the involved persons, but only if I trust them. I hardly ask for feedback. I struggle with selecting relevant feedback but do create and partially execute my plan to implement the feedback if it seems relevant to me.'

Step 5. Indicate the way you are going to achieve your personal learning goals. Determine what is reasonable for you to act upon within the coming months. Make sure that you set yourself SMART action points (specific, measurable, acceptable, realistic, well-timed).

Example: Within the forthcoming two months ...

-I will ask the host supervisor and I will look on internet to provide me with elaborate information on receiving feedback and set up my own rules.

-I will practice receiving feedback from my internship colleagues by asking them for feedback about my behaviour.

How to use your personal learning goals

The personal learning goals are the basis for your reflection report (by means of a self-assessment). They are key to your development throughout the internship and will help you to prepare for your future career.

Although setting up personal learning goals helps you to focus on what you want to learn, they should always be related to your functioning at the internship. It is important to realise that learning goals are not static. You are free to adjust them if necessary, for example during the **progress evaluation** (see Appendix III).

Appendix II: Checklist when other internship contracts are used

In July 2022, the Association of Universities of the Netherlands (UNL) published a national model agreement for internships in university education.⁴ Students (BSc/MSc) who want to do an internship at a Dutch company, institute, university or governmental body will now use this model agreement. The fourteen Dutch universities, including Wageningen University, have implemented this model in order to achieve a uniform and balanced agreement between students and the work placement company.

Upon your application for a work placement, please share the UNL agreement with the chosen company. Please inform your WU internship coordinator if the company declines to use the UNL agreement. Your WU internship coordinator can then help you, (if necessary) in consultation with the legal department, to finalize a work placement agreement with the company.

In case of a work placement abroad, the university policy offers more room to deviate from the UNL agreement and/or to use an external agreement. Please use the following tips & tricks to assess your work placement agreement to ensure that your rights and obligations are properly arranged and that there are no obstacles for conducting follow-up research after your work placement.

Please note: always consult with your WU internship coordinator before signing a contract.

1. Ensure that the **non-disclosure agreement is for five years** at most: experience has shown that after five years the information has often already made public by the company itself or it is no longer relevant; you do not want to be confronted with an indictment from your work placement company at that stage.
2. Make sure that the **period** of the internship is correctly addressed (start and finish data; no open end).
3. Make sure that your **internship assignment** (=planned internship activities) is well described and that your **Learning Agreement** is part of the contract.
4. Make sure that there are clear agreements regarding **working hours, facilities and possibilities for leave**.
5. Ensure that your **WU supervisor, the examining board, WU examiners and the accreditation panel** have access to the internship report and that the university is allowed to retain the report in a non-public archive. This is how WU deals with this in practice:

All internship reports will be dealt with as confidential: none will be published in the WUR-library and they will be irreversibly removed from Osiris after 7 years, the deadline for the legal accreditation. These copies will only be used for accreditation purposes. In some cases, the internship provider may label the report or other products as 'Strictly confidential'. In that case the student makes a redacted version (all strictly confidential information is marked as censored). If readable, this version can be used for accreditation purposes. In case of a redacted version, the front page of the report must contain the name of the person within WU who has access to the full version of the document and the place where this document is stored in case the full version of the document is needed for accreditation purposes.

⁴ Link to the UNL internship agreement and Explanatory Note on Brightspace: <https://brightspace.wur.nl/d2l/home/144334>

6. Results (also called 'foreground knowledge' or 'intellectual property' in the contract) of the research that you conduct during your work placement may become the **(intellectual) property** of the work placement company. Ensure that the results of your work outside or after the work placement assignment become your property, otherwise it will be difficult to collaborate with others in the future.
7. Be aware that the **author rights** of the internship reports belong to you.
8. Ensure that your work placement company is **liable** for both injury to the trainee - for example, if you are involved in an accident during your work placement - and damage caused by the trainee during the work placement. According to the law, the internship provider must supervise the activities of the intern.
9. Do not accept any **penalty clauses**.
10. For internships in The Netherlands the work placement contract must be governed by **Dutch law**.
11. After your work placement, you should be free to **apply for jobs** at companies similar to the one where you completed your work placement.
12. A work placement contract must be drawn up in **Dutch or English**.
13. If you are a student from **outside the EU** and you want to complete your work placement with a Dutch company, then the university must also sign the work placement contract as this is a requirement set by the IND. In that case, always submit your work placement contract should always be submitted to the legal office of the department immediately.
14. To be able to conduct your research freely and as a student, you are not permitted to receive a salary. Any **work placement compensation** may only consist of a compensation for costs incurred (travel costs etc.), and normally does not exceed 700 euros per month. If you receive a sum that resembles a (minimum) wage, you may lose your student status. Especially for non-EU students: the status of "employee" instead of "trainee" has consequences for insurance, residence permits, taxes, etc.

In some cases, the company may require that you sign a separate Non-Disclosure Agreement or statement in addition to a work placement contract. In that case, points 1, 5, 6, 10, 11 and 13 from the above checklist are also applicable for the NDA.

If you have any questions after reading these tips & tricks or discussing deviations with the work placement company, please send the contract and your question to your internship coordinator.

Appendix III: Format progress evaluation MSc Internship

Between eight and ten weeks after the start of your internship, you will be asked to reflect on the progress made in the initial internship plan and formulated personal learning goals, and complete this form together with your host supervisor in Osiris. Your host supervisor has to agree about the progress evaluation you wrote in Osiris and after that it is send to your WU supervisor to be reflected on during the progress evaluation meeting.

These are the aspects which you have to discuss with your host supervisor during the progress evaluation:

- ✓ Progress made in project and planning (maximum 2000 characters)
- ✓ Progress made in achieving the personal learning goals (maximum 2000 characters)
- ✓ Impression of your general performance at the internship provider (ask your supervisor and near colleagues) (maximum 2000 characters)
 - Strong points:...
 - Points for improvement/to pay attention to:
- ✓ Topics you are going to work on the forthcoming months (maximum 2000 characters)
- ✓ Overall impression of your internship: 'The student will be able to finish internship satisfactorily': Yes / No

(If you (as supervisor) hesitate to answer this question positively, please contact the WU supervisor within short notice).

Note: The responsibility of organising a progress evaluation lies with the student. The outcome should be included in the self-reflection report at the end of the internship. In case there are issues regarding the progress or the completion of the progress evaluation form, please contact your WU supervisor.

Appendix IV: Downloads

- **Wageningen University MSc Internship Contract**

The internship contract, developed together with all Dutch universities and supported by the Ministry of Education, Culture and Science, serves to lay down the agreement on the internship between the student, the internship employer and the University.

Signed copies have to be sent to your internship coordinator, the host supervisor (on behalf of the employer) and your WU supervisor.

The current version of the internship contract is available on the WUR website:

<https://www.wur.nl/en/Education-Programmes/Student-Service-Centre/Show-ssc/Forms-Student-Service-Centre.htm>

- **Wageningen University MSc Internship Learning Agreement**

The [checklist learning agreement](#) can be used to discuss all relevant fields to fill in the Learning Agreement in Osiris.

- **Evaluation form host supervisor**

The host supervisor will be asked to fill in an evaluation and assessment form in Osiris after completion of the internship. The observations in the evaluation and assessment form will have advisory status to Assessor 1. If the host supervisor has the same qualifications as a Wageningen University assessor (so has a PhD), they can assess the internship as Assessor 1. In both cases the host supervisor receives a one time link to perform this task in Osiris. We encourage you to have a look at the evaluation form and Rubric at the start of your project.

You can download the most recent version of the evaluation form and Rubric at <https://www.wur.nl/en/education-programmes/current-students/msc-thesis-msc-internship-and-msc-research-practice.htm>

- **Assessment rubrics**

The WU internship rubric will be used to grade your internship after completion. We encourage you to look at the assessment criteria at the start of your project. You can download the most recent version of the rubrics <https://www.wur.nl/en/education-programmes/current-students/msc-thesis-msc-internship-and-msc-research-practice.htm>

Appendix V: Template SGL Internship Plan

Internship plan [example SGL Internship]

Instructions [delete in final version]:

[text between [] are instructions which can be deleted in final version]

Text in Italic are examples – they do not have to be followed exactly but for indication only – delete in final version.

Intern [name of student], supervisor [name(s)] and WUR supervisor [name of supervisor], agree to the following:

For the purpose of the research/professional internship* (*take out what does not apply) of [name intern], the following **plan of action** applies:

- Phased description of the work related to the internship assignment over the entire internship period:

[example text *research* internship – replace with appropriate text – note that also a professional internship has to have an academic research question related to it, which is to be addressed in the final internship report]

Research question:

What were the hydrological conditions in the Bloemendalerpolder in pre- and protohistory and what guided these conditions?

Working hypotheses:

1. *Floods in the research area were dominated by the Rhine and the sea*
2. *There were changes in hydrology caused by humans in the study area*
3. *Continuous peat development occurred in the study area during the period under investigation*
4. *There were traces left in the subsurface by the floods*

In the Bloemendalerpolder a large number of subfossil bog oaks have been found. Using dendrochronology, a year-ring calendar has been made from these oaks. Poor growth conditions caused by hydrological conditions have been identified in this calendar. As part of a landscape reconstruction, a search will be made for traces in the subsurface, such as clay layers and different types of peat that are the result of certain hydrological conditions indicating influence of the Vecht and/or Zuiderzee and/or Oer-IJ. The purpose of this internship is to put together a fieldwork plan to find traces of these events and contribute to the landscape reconstruction of this area.

Phase 1: April 1 to May 15

Literature research on geomorphology and known landscape developments of the research area (Bloemendalerpolder) at different scales, supra-regional, regional, local; inventory of data concerning the subsurface. Collection of data of already known floods of the Rhine. Formulation of hypotheses on possible traces of flooding to be found.

Phase 2: May 15 to June 30

Determine interesting locations for trenching based on the literature review, borings and previously recorded profiles from the RCE. Visit survey area and see where sampling is possible. Discuss with RCE field service to determine practical possibilities.

Phase 3: July 1 to July 31.

Write fieldwork plan based on findings in Phase 1 and 2.

- Final goal and final product of the internship:

[Describe goals and deliverables, this may include, for example, an internship report or a master's or bachelor's thesis].

- The agreed upon final product of the internship, will be turned in at least to supervisor of the supervisor by [date].

Supervision and consultation:

[describe agreements on supervision, consultation and official evaluation moments]:

For example:

- *A minimum of 2 times per month* consultation moments between student and host supervisor will take place.*
- *A minimum of 2 consultation moments between intern, host supervisor and WUR supervisor will take place every quarter*.*
- *Mid-term evaluation between intern and host supervisor*
- *Final evaluation between intern and host supervisor*

Working schedule, place, deliverables and final presentation:

For example:

- *Minimum presence at place of internship:
Internship amounts to 5 (days) per week, of which the intern is present at least nvt (days) at place of internship.*
- *[optional] Agreement between intern and host on deliverables, and if applicable, allowance: If the intern does not deliver the agreed end product (on time), this will have consequences for his internship allowance. Internship fee may be recovered. Intern will notify supervisor in a timely manner if deadline cannot be met.*
- *Final presentation and between intern and the host supervisor will take place on: (date)/week number.*

As agreed upon:

Name and signature Intern:

Date:

Name and signature Host supervisor:

Date:

Name and signature WUR supervisor:

Date: