

## BMO MSc Internship procedure – Student version

	Preparation	Start of internship	Progress evaluation	Prepare report	Report submission	Internship defence
Student tasks	<ol style="list-style-type: none"> <li>1. Prepare for your (research) internship by reading the <a href="#">Internship Course Guide</a></li> <li>2. Fill in the <a href="#">Internship Orientation Form</a> &amp; send to BMO Office and BMO Internship coordinator</li> <li>3. Fill out the UNL Internship Agreement (<a href="#">UK</a> or <a href="#">NL</a>) and ask host organization to complete and sign.</li> <li>4. Sign the UNL agreement and send it to BMO Internship coordinator to be signed</li> </ol>	<ol style="list-style-type: none"> <li>5. Start the internship project in Osiris (<a href="https://wur.eu/tir-start">https://wur.eu/tir-start</a>)</li> <li>6. Organise a meeting with WUR supervisor and host organization to discuss expected tasks and outcomes.</li> <li>7. Fill in the Learning Agreement and discuss with WUR supervisor.</li> <li>8. Once approved by WUR supervisor, upload Learning Agreement in OSIRIS</li> </ol>	<ol style="list-style-type: none"> <li>9. At least once a month, send an email to your WUR supervisor about your progress and wellbeing.</li> <li>10. Set up progress evaluation meeting after 8-10 weeks with WUR supervisor &amp; host supervisor.</li> <li>11. Before progress evaluation meeting, complete <a href="#">progress evaluation form</a> and send it to host supervisor and WUR supervisor.</li> </ol>	<ol style="list-style-type: none"> <li>12. Send draft internship report to WUR supervisor for feedback.</li> <li>13. When draft report is approved, agree with host supervisor, WUR supervisor &amp; assessor on the date and location (university or host organization) of the presentation. If at the university, email BMO office to book a room for presentation.</li> <li>14. Upload final report in Brightspace for similarity check.</li> </ol>	<ol style="list-style-type: none"> <li>15. Submit the final internship report and the personal development report to WUR supervisor and assessor.</li> <li>16. Upload the final internship report in OSIRIS and send it to the BMO Office.</li> <li>17. Ask host supervisor to evaluate your performance, using the OSIRIS form that is emailed to them.</li> <li>18. Prepare a 15-minute presentation about your internship project</li> </ol>	<ol style="list-style-type: none"> <li>19. Present your internship project to host supervisor, WUR supervisor, and assessor.</li> <li>20. Answer questions of host supervisor, WUR supervisor, and assessor.</li> </ol>
BMO Staff	<p><i>BMO office internship orientation form &amp; UNL Internship agreement.</i></p> <p><i>BMO thesis ring coordinator adds you to Internship Brightspace.</i></p> <p><i>Internship Coordinator assigns a WUR Supervisor and signs internship agreement</i></p>	<p><i>The WUR Supervisor approves the Learning Agreement and invites second assessor.</i></p>	<p><i>Host supervisor fills in progress evaluation form and WUR Supervisor checks and uploads progress evaluation in OSIRIS.</i></p>	<p><i>WUR supervisor provides feedback on draft report. BMO office books room for internship presentation.</i></p>	<p><i>Host supervisor fills in OSIRIS assessment form. BMO office stores final report in archives.</i></p>	<p><i>The WUR supervisor and assessor assess in OSIRIS and WUR supervisor uploads the grade in OSIRIS.</i></p>

### Questions? Persons to contact:

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All documents related to the MSc internship can be found [here](#) and on the [BMO internship Brightspace](#)