

Course guide MSc internship

Part B: Land Use Planning (MLP/MUE)



Course details

Course code MUE: LUP-70224 (-24, -27, -30 ECTS)

Course code MLP: LUP-70424 (-24, -27, -30, -33, -36 ECTS)

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1. General

1.1 Introduction

Welcome to the course guide for organising the MSc internship Land Use Planning. This MSc internship is eligible for students in the spatial planning track of the programmes Landscape Architecture and Planning (MLP) and Urban Environmental Management (MUE). The course guide for this course consists of two parts: a WUR generic course guide (part A) and program-specific course guide (part B, this document). This course guide provides a step-by-step guide on what to do before, during and after the MSc internship.

1.2 Staff

MSc internship coordinator and supervisor & assessor: Wim Bosschaart, wim.bosschaart@wur.nl

MSc internship supervisor & assessor: Claudia Rot, claudia.rot@wur.nl

MSc internship (formal) examiner(s): Martha Bakker, Jasper de Vries

1.3 Prerequisites

Language: Dutch or English

Study load: 24-30 ECTS (for MUE) and 24-36 ECTS (for MLP), depending on duration, varying from 4-6 months and based on actual working hours, e.g. 1 ECTS = 28 hours.

Period and exam dates: P1 t/m P6, i.e. whole academic year except summerbreak (half July-half August)

Assumed knowledge: the MSc internship is currently compulsory in the spatial planning track of MLP and MUE (but free to choose when, i.e. before or after MSc thesis).

Specific requirements: to be officially subscribed as MSc student of Wageningen University, either in MSc Landscape Architecture and Planning (MLP) and Urban Environmental Management (MUE)

1.4 Aim of the course

The aim of the MSc internship is to experience the reality of a possible working environment as prospective graduate of the study program in practice. The MSc internship offers students the opportunity to work outside Wageningen University at a host organisation, e.g. public institution, consultancy firm, research institute, another university or non-governmental organisation.

The MSc internship is not only focused on *content* but rather on *personal-* and *professional development* as a graduate and professional. That said, the MSc internship is about exploring a potential, preliminary niche as (spatial) professional. Who am I as professional, what aspects of work- and a working environment are important to me? As such, the MSc internship also tries to contribute to provide a bridge between being a student and young starting professional.

Therefore, the MSc internship offers the flexibility for a tailor-made internship that fits the ambitions of the student: within a framework of general learning outcomes (see 'general learning outcomes') and internship criteria/requirement (see 'program-specific criteria'), the student is able to define their own personal learning outcomes (see 'personal learning outcomes'). These personal learning outcomes are anchored in the learning agreement (see preparation phase, 'learning agreement').

2. Scope of the MSc internship

2.1 Criteria

Within the MSc internship, there are two generic options:

- *Professional internship* (e.g. different levels of governance, consultancy such as engineering firms and advisory, NGOs, etc.) wherein the students participates in various projects (50%) and works on an internship product (50%)
- *Research-oriented internship* (e.g. research institute, thinktank, another university, etc.) wherein the students works on a research as internship product (100%).

Both options within the MSc internship have to meet the following general (see part A) and program specific criteria (part B, this document):

General criteria

The MSc internship – whether it is a professional or research-oriented - is an *academic* internship. This means that an internship should have certain characteristics that fit a career path at academic level. The internship therefore needs to meet the following requirements:

- The internship includes a content-driven assignment (see 'internship project/product'), 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 requires and allows an academic level of thinking). This means that the internship provides the freedom to explore the context, weigh alternative approaches, reflect critically on choices etc.;
- Your supervisor at the host organisation works at an academic level; to ensure adequate supervision at content level, your host supervisor preferably works in the domain of your MSc programme.

Together with your WU supervisor and host supervisor you must agree on an internship project that meets these criteria.

Program specific criteria

The MSc internship Land Use planning has the following program-specific criteria. The MSc internship should have:

1. A spatial component; with an *urban* (MUE) and/or *urban-rural* (MLP) focus;
2. Relevance for the field of spatial planning;
3. Sufficient academic level;
 - a. Supervision of sufficient level;
 - b. Activities of sufficient level;
 - c. Attitude of sufficient level: 'reflection in action' (before, during and after tasks);
 - d. Internship product of sufficient level.

2.2 Learning outcomes

The MSc internship Land Use planning has the following general and program specific learning outcomes:

General learning outcomes

The MSc internship has the following general learning outcomes (see course guide part A). After successful completion of the MSc internship, you are expected to be able to:

- Apply, adapt and acquire competences in the field of the MSc programme in a professional context;
- Conduct tasks and (a) project(s) at the level of a graduate of the student MSc programme in a professional manner and report on this in writing and in presentation;
- Evaluate the context and relevance of the internship project tasks and its outcomes, both from an organizational and scientific point of view;
- Reflect upon personal learning goals related to the development towards an academic professional.

Personal learning outcomes

Within the framework of the general learning outcomes, the MSc internship offers a lot of freedom for an internship tailored to the student's individual needs. In addition to the above-mentioned general learning outcomes, the student has to formulate personal learning outcomes.

The students has to formulate a minimum of three and a maximum of seven personal learning outcomes, in consultation with the WUR supervisor, and anchor them in the learning agreement. In this document, the personal learning outcomes should be formulated as SMART as possible (i.e. Specific, Measurable, Acceptable, Realistic and Time-bound) and operationalised and connected to concrete activities in/during the MSc internship.

2.3 Internship product

Apart from participating in regular projects, the student is under all circumstances expected to deliver an *internship product*. The ratio between regular projects and internship product is to be determined in the learning agreement (usually 50-50% but it can vary between over internships and over time, e.g. more time for regular projects in the 1st part, more time for internship product in the 2nd part). The internship product is a self-organised or existing project (or part of a project) over which the student/intern has *ownership*. The internship product is an applied research, that navigates between science and practice (i.e. the student has one foot in academia and one foot in practice).

The following criteria for the internship project/product should be considered:

- The student should have *ownership* over (part of) a self-organised or existing project;
 - The student should dedicate an agreed amount of worktime on the project (e.g. 50-50%);
 - The student should work on the internship product during internship/working hours;
 - The project/product should relate to a *knowledge gap* or *organisational gap*;
 - The project/product should be doable in the given time (e.g. 4-6 months);
- The project/product is mainly supervised by the daily host supervisor; the WUR supervisor is available on request (e.g. discussing a set-up, feedback on draft version, etc.)

The internship project/product can take different shapes: the exact shape is to be defined in the learning agreement, or more often, during the start of the internship (sometimes there is a clear question/gap available at the start of the internship, sometimes this question/gap needs to develop during the first week).

Examples of internship products can be a (applied) research, a handout, a position paper, a policy analysis and/or advice, a tool or toolbox, a database, a knowledge dissemination session(s), etc. Please note: internships products treated confidential and are never shared with third parties, since it contains personal- and organisational information.

2.4 Timeline MSc internship

The internship roughly consists of four phases and three formal contact moments (at the start, halfway and at the end of the internship) as can be seen in the outline below:

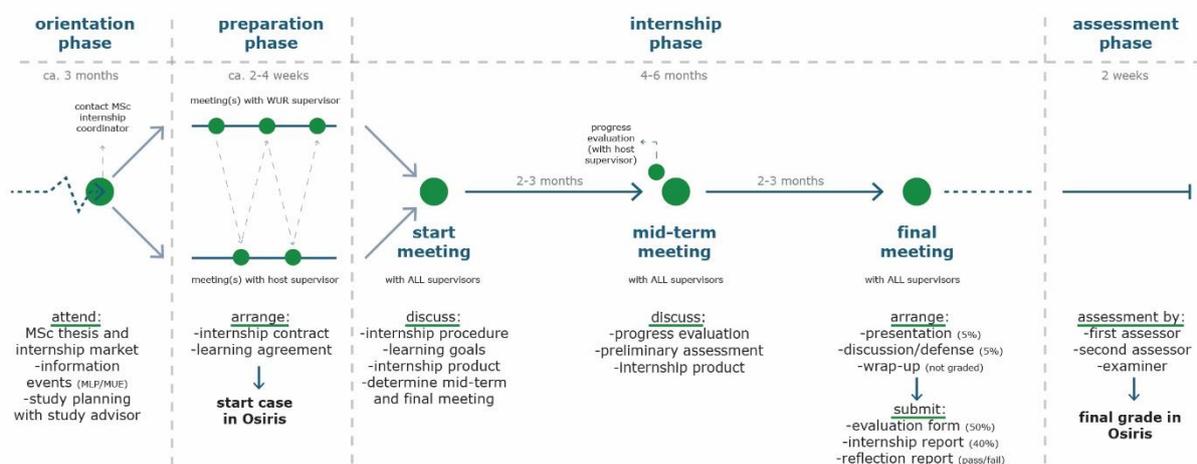


Fig. 1 Overview of MSc Internship process.

Please note: start the preparation phase by contacting the MSc internship coordinator (i.e. Wim Bosschaart) about your potential internship. The coordinator will allocate a first and second supervisor/assessor, either:

- First supervisor/assessor Wim Bosschaart, second assessor Claudia Rot;
- First supervisor/assessor Claudia Rot, second assessor Wim Bosschaart.

From that moment onwards, your first supervisor/assessor is your main contact person for arranging the internship *beforehand*, for supervision *during* the internship (together with the daily/host supervisor) and *after* the internship.

When registering the examiner in Osiris case, please contact the first supervisor/assessor whether to select (a) Martha Bakker or (b) Jasper de Vries. In the end, the formal examiner confirms the procedure and final grade in Osiris.

3. Orientation phase

Finding an internship: a step-by-step guide

The MSc internship orientation procedure is as follows:

1. Attend the bi-annual MLP- and MUE master program meeting (September & January) and/or the thesis and internship market (November) for orientation;
2. Decide (in consultation with the study advisor) on:
 - a. *where* (at which chair group) you want to do the internship;
 - b. *what* type of internship (e.g. professional or research-oriented internship)
 - c. *when* you want to do the internship (e.g. before or after MSc thesis);
 - d. *how long* the internship takes (see prerequisites, pg.2) and *how much* ECTS.
-
3. Brainstorm and write down what you (roughly) intend to learn, achieve and/or get out of the internship; i.e. specialise or broaden, confirm or challenge, etc.
4. Formulate personal and professional learning goals and try to operationalise them and link to concrete activities (see learning agreement, preparation phase);
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5. Search for suitable (inter-)national internship position by either responding to internship vacancies (reactive) or approaching organisations (proactively);
6. Check whether the potential internship the (a) program-specific criteria, (b) organisational boundaries of step 2 and (c) the learning goals of step 4, and if so, apply;
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7. When you have a potential internship, contact the MSc internship coordinator to start the preparation phase (and case in Osiris!) with the assigned first supervisor/assessor;
8. Work on the UNL internship contract and learning agreement, by organising meeting(s) with your intended host supervisor and in parallel with the intended WUR supervisor; on
 - a. Choice for internship in relation to *motivation, program-specific criteria* and *general and personal learning outcomes*;
 - b. The UNL internship contract wherein the internship is formally arranged between the three parties: student/intern, host organisation and WUR (see items step 2)
 - c. The learning agreement: SMART formulation of personal learning outcomes, operationalisation and connection to activities;
 - d. The internship product: preliminary ideas and ratio (%) versus other, regular projects that the student/intern participates in;
 - e. The general process/outline of the MSc internship (see outline) and any other items
-
9. If necessary, adjust the UNL internship contract and learning agreement and re-submit them to the WUR supervisor;
10. Arrange all necessary signatures from the WUR supervisor and host supervisor, and complete the administrative steps in Osiris case (see appendix 2) and the internship can start!

For an MSc internship abroad (EU/non-EU), see appendix 3

4. Preparation phase

3.1 Preparation meeting(s)

As soon as the student has found a potential internship, the student can start organising *preparation meetings* (1) with the WUR supervisor and, in parallel, (2) with the host supervisor.

3.2 Internship contract and learning agreement

Before the student can start the internship, the student starts a case in Osiris and should complete and submit two (signed!) documents:

1. The UNL internship contract: wherein the student/intern, host organisation and WUR formally arrange the internship between the three parties. Note: students can be asked to sign a separate contract with the host organisation but this is not necessary or mandatory. In all occasions, the WUR contract is leading.
2. The WUR learning agreement: wherein the student/intern and WUR supervisor formulate and agree on a learning plan (in Dutch: leerplan) for the internship, consisting of:
 - Information on student and chair group;
 - Description of internship activities;
 - Personal learning outcomes (min. 3, max. 7, see format below) and motivation;
 - Guarantee of academic level: scientific relevance and organisational usability;
 - Planning (start date, start meeting, mid-term meeting, final meeting, end date);
 - Further arrangements (regarding supervision, contact moments, deliverables, individual circumstances, etc.)

Learning goal X: ... (use the taxonomy of Bloom, aim for higher level learning goals such as create, evaluate, analyse, and/or reflect)

Description and/or background: ...

Current level (0-5): ...

Desired level (0-5): ...

Operationalisation: ...

Connection to activities: ...

Learning goal 1: Explore and reflect on my professional niche as spatial planner (or at least, aspects that I appreciate/come natural, and which not)

Description and/or background: I have

Current level (0-5): lvl. 2, since I know I want to work in consultancy and within the theme of climate adaptation, but not from what specific angle.

Desired level (0-5): lvl. 4, after the internship, I want to be able to state a preliminary niche or aspects of future work that I appreciate/come natural and which not)

Operationalisation: *different themes* (to be...), *different roles* (to be...), *different phases of the project* (to be...), *different spatial/temporal scales* (to be...)

Connection to activities: participate projects that differentiate on the above four indicators, and reflect on them (compare, weigh, etc.)

5. Internship phase (during the internship)

5.1 Start meeting

The student/intern plans a formal start meeting with the WUR supervisor and host supervisor at the start of the internship. This can be on the start date or up to two weeks afterwards, either physical but mostly digital (since it lasts around 30 mins.). During the start meeting, the student/intern:

- Round of introduction between student/intern, WUR supervisor and host supervisor.
- Discuss the MSc internship procedure (since internships vary between programs and universities), i.e. contact moments, supervision, deliverables, assessment, etc.
- Discuss the general and personal learning outcomes, their operationalisation and connection to the internship activities;
- Discuss the internship product
- Wrap-up: exchange contact details, exchange documents (e.g. assessment form, course guide) and arrange dates for mid-term and final session.

5.2 Mid-term meeting

The student/intern plans a formal mid-term meeting (during the start meeting) with the WUR supervisor and host supervisor halfway the internship (physical/digital). Prior to the mid-term meeting, the student/intern should have completed (and submitted in Osiris) the progress evaluation form. The progress evaluation form offers a format for a structured evaluation of the progress so far. During the mid-term meeting, the student/intern:

- Reflect on the progress evaluation form: main strengths and main points for improvement for the second part of the internship;
- Reflect on the progress with the personal learning goals (using the short reflection cycle: what was the goal, what did I do, how did that go, what new actions, etc.)
- Discuss the progress with the internship project/product (what is the state-of-the-art of the project/product, main issues/choices for discussion, schedule for finalising, etc.)

5.3 Final meeting

The student/intern plans a formal final meeting (during the start meeting) with the WUR supervisor and host supervisor and preferably some colleagues at the end of the internship*. The final meeting should take place at the host organisation. During the final meeting, the student/intern:

1. Presents the internship report (both context report and internship product) (ca. 10-15 min.)
2. Facilitates an (interactive) discussion on the internship report with colleagues, host supervisor and WUR supervisor (ca. 30 min.)
3. Reflects on the internship experience as a whole in the wrap-up:
 - a. Underpinning of evaluation form (by host supervisor) and reflection (by student/intern) (ca. 10 min.)
 - b. Final reflection on the internship experience and the development of a preliminary professional niche (e.g. preferred organisations, thematic interests, roles within process, phases of the process, time scales, spatial scales, etc.) (ca. 10 min.)

*End of the internship: the student/intern is asked (at the start meeting) to organise a final meeting around the final date on the internship contract. But, based on the mandatory presence of the WUR- and host supervisor (and preferably colleagues) this date can be variable, from up to two weeks before and two weeks after the final date.

6. Assessment phase

6.1 Deliverables

The MSc internships consists of the following final products or deliverables and their relative weight in the assessment (also see Assessment form):

Products

The following *products* are to be submitted in Osiris case before/on the final date of the internship:

1. Evaluation form (50%)
 - on student performance, divided over 10 criteria (see 'assessment form') to be completed by the host supervisor.
2. Internship report (40%)
 - Part A context report: description of host organisation, (context of) projects, activities/roles, outcomes, critical reflection and lessons learned;
 - Part B internship product (see 'internship project/product').
3. Reflection report (pass/fail)
 - wherein the student/intern reflects on the initial general and personal learning outcomes (using the short reflection cycle: what was the goal, what did I do, how did that go, what new actions did that lead to, etc.).

Activities

The following *activities* are to be organised (final meeting) on/around the final date of the internship:

4. Oral presentation (5%)
 - wherein the student/intern presents the internship report (both context report and internship product, see above) in an oral and graphical way.
5. Oral discussion/defense (5%)
 - wherein the student/intern facilitates an (interactive) discussion on the internship report.
6. Internship wrap-up (not graded)
 - wherein the host supervisor explains the evaluation form and the student/intern is asked to reflect on it;
 - wherein the WUR supervisor invites the student for a final reflection (e.g. what did the internship contribute to the development, insights on preliminary professional niche, potential new learning outcomes, first next steps, etc.)

6.2 Instructions

Evaluation form (50%)

The evaluation form (and corresponding rubric) can be requested from the WUR supervisor and/or found in Osiris case. In the evaluation form, the host supervisor assesses the *performance* of the student/intern in several criteria (using the rubric) as and advice to the WUR supervisor. The host supervisor is ought to have a good impression of the performance based on their close, everyday interaction. The evaluation form constitutes part A of the final assessment (see 'assessment form').

Internship report (40%)

The internship report contains an overview of the internship, wherein you report on your insights on the internship experience, the project(s) that you worked on, the main outcomes and insights, and the internship project/product. The internship report has a maximum of 35 pages, excl. graphs, tables, figures and appendices (such as the actual internship product, questionnaire, interview questions, maps and/or other data). The internship report is assessed by the WUR supervisor & first assessor and second assessor independently (since the WUR-supervisor, with a bit more distance, is ought to objectively assess the report). The internship report consists of two parts:

- Part A context report:
 - an introduction and motivation for the internship;
 - a description of the host organisation;
 - the projects (and their context) in which you participated;
 - your activities, role(s) and contribution(s) in these projects;
 - the main outcomes per project(s);
 - critical reflection on the project(s), content and/or organisation;
 - specific lessons learned (connected to the above);
 - conclusion.
- Part B internship project/product:
 - introduction: of the project/product, e.g. knowledge and/or organisational gap;
 - theoretical framework: overview of relevant applied/used theories;
 - methods/approach: overview method(s)/approach(es), justification of choices;
 - results: clear, accurate and concise presentation of results;
 - discussion: discussion of findings in broader scientific and/or societal context;
 - conclusion: main conclusion/findings;
 - evaluation of relevance of internship tasks;
 - (report) writing.

Reflection report (pass/fail)

The reflection report contains your (critical) reflection and self-assessment on the progress with the general and personal learning outcomes. The student/intern lists the general and personal outcomes, and should make visible and transparent what has been done (and why), how this went, and how this inspired new actions.

The student/intern is advised to make use of the short *reflection cycle* (what was the goal, what did I do, how did that go, what new actions did that lead to, etc.) to demonstrate your learning process. In short: the student/intern is asked to make the learning process transparent, logic and followable. The reflection report is (confidentially) written for the WUR-supervisor/first assessor and second assessor, and therefore not to be shared with the host organisation (unless the student, upon request, gives consent). The reflection report consists of 5-10 pages.

The reflection report should at least include:

- reflection on motivation for internship at host organisation i.r.t. learning outcomes and criteria for MSc internship;
- reflection (and progress) with general and personal/professional learning outcomes, as indicated in the learning agreement;
- reflection (and progress) on personal, professional niche as spatial planner (preferred organisations, thematic interests, roles within process, phases of the process, time scales, spatial scales, etc.

Other guiding questions are:

- What were the most important learning outcomes for you?
- To what extent did you achieve your learning outcomes?
- 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 strong and weak in this working environment?
- What aspects of the internship did you particularly like or dislike?
- What did you learn about yourself that you did not know in advance?
- What gaps do you identify in your knowledge and skills in your professional development?
- What new learning goals do you want to achieve?
- How would you define your niche, e.g. on a name tag?
- How would you describe yourself, e.g. in a hypothetical LinkedIn profile or introduction?

Appendix 1: Relevant documents

The latest versions of the MSc internship documents are available in Osiris case. More general information can be found on: <https://www.wur.nl/en/research-results/chair-groups/environmental-sciences/landscape-architecture-and-spatial-planning-1/internship-lar-lup.html>.

Note: students in MLP register for LUP70424, students in MUE register for LUP70224 (see prerequisites pg. 2 and learning agreement)

Appendix 2: Registering your internship in Osiris

The Osiris case consists of the following steps:

1. Student starts a case in Osiris, selects internship (instead of thesis) and list supervisor, course code (see prerequisites for MUE and MLP) and dates.
 - WUR supervisor confirms.
2. Student submits (signed) internship contract and learning agreement.
 - WUR supervisor confirms, asks for revisions or rejects.
3. Student submit progress evaluation.
 - WUR supervisor confirms.
4. When project can continue..
 - WUR supervisor sets roles for assessors and examiner (no action student required).
5. Student submit final products (internship report incl. part A and part B and reflection report).
 - WUR supervisor confirms.
6. Optional: host supervisor submits advice for first supervisor/assessor.
 - WUR supervisor confirms.
7. First supervisor/assessor completes assessment.
 - WUR supervisor confirms.
8. Second supervisor/assessor completes assessment.
 - No actions needed.
9. First supervisor/assessor informs examiner on subgrade (i.e., defense)
 - Examiner confirms procedure, completes grades and sets final grade.
10. The final grade appears in Osiris, incl. subgrades and feedback.

Appendix 3: Organising an internship abroad

It is possible to do an internship abroad, but this does require some extra and timely preparation. When it comes to internship within the European Union it is quite straightforward (e.g. no VISA is needed) but in particular internship outside Europa can be quite some organisation. This section gives a brief overview of the steps to be taken:

1. Check whether you need a VISA and what sort of VISA: work, student or visitor. This information can be found online at the embassy website or by making a call and ask for the procedure.
2. Arrange the internship contract and make sure it is signed by all three parties (the host organisation, WUR and yourself) prior to the actual VISA request. You need a signed contract as evidence to apply for VISA. Note: some embassies also request a job offer or employment contract; make sure to check, in advance, what is needed (see step 1).
3. Check whether you need an insurance (e.g. in The Netherlands you are obliged to have an health insurance) and then the complimentary insurance form WUR will be automatically covering other costs, if your own insurance does not cover this. Thus, in order to be able to make use of the WUR insurance, you need a basic Dutch health insurance. Note: check whether the insurance also covers damage during working hours.
4. Collect all the necessary documents for the actual VISA request, e.g. medical test, proof of evidence (depending on the countries rules). Note: some countries even ask for a proof of enrolment at WUR; the coordinator can write such a letter, in case you need it.
5. Once all document(s), insurance(s) and contract(s) have been collected, send the actual VISA application. In the meantime, write a travel request to the Student Service Centre (SSC) to have an official mandate for going abroad.
6. Start looking for grants, such as Erasmus+ and Holland scholarship, which are quite straightforward and the process is quite clear on WUR (search on either of these via the WUR-website).
7. If, and once, VISA is granted, you can start arranging the travelling and accommodation, etc. and start your internship on the first day of the contract.