

Internship Regulations Master

Department of Political Science, NSM/Radboud University Nijmegen
2021

Article 1. Aim

The aim of an internship is to allow the student to gain work experience as a political scientist, either outside (external internship) or inside (internal internship) of the Radboud University Nijmegen. Below follow four learning objectives that describe the main components of the learning process during an internship:

1. Being able to understand the function and aim of political institutions and processes, how political institutions and groups interact with other institutions, groups or society at large, and the role a political scientist can play within these institutions.
2. Acquiring specific professional skills, such as editorial, research-related, organizational, communicative and social skills.
3. Being able to understand the contribution that political science can make to the content of the activities conducted at the internship organization, and being able to analyse critically the way political problems and solutions are defined by particular stakeholders.
4. Being able to apply and reflect upon scientific skills and knowledge acquired as a student of political science on the basis of the internship experience.

Article 2. Conditions

An internship has to meet a number of conditions.

1. An internship plan as referred to in article 3 has to be drawn up for each internship and must receive prior approval from the Examination Board.
2. The internship contract refers to an internship which according to the Examination Board, is clearly related to the political science programme. A distinction can be made between two types of internship:
 - a. An *external internship*, in which the student is to carry out assigned tasks for the internship organization which can be organizational, editorial, or of another nature;
 - b. An *internal internship*, in which the student is to conduct scientific research for the Radboud University Nijmegen. (To be clear, such an internal internship is only allowed for Master students, not for Bachelor students.)

In accordance with the stipulations decreed in article 5, a supervisor will be appointed to guide and assist the student during the internship.

3. In the case of an external internship: an internship coach is to be appointed from within the internship organization, as specified in article 4.
4. The internship does not have to relate directly to the student's master specialization.

Article 3. The internship plan

1. Before the period of internship commences, an internship plan will be drawn up by the student, the supervisor and, in case of an external internship, the internship coach.
2. The plan must at least specify the following details:
 - a. Name and address of the organization and department where the internship will take place;
 - b. In the case of an external internship: name, address, email address, telephone number, and the position of the internship coach;
 - c. Name and position of the supervisor (RU);
 - d. Outline of the internship: the duties, learning objectives, proposed learning process and the way this is to be realized in terms of resources and the student's activities;
 - e. Starting and finishing dates of the internship, including the number of hours per day and the number of days per week that the student will be expected to work.

Article 4. The internship coach (for external internships)

1. The internship coach is attached to the internship organization.
2. The tasks of the internship coach are to:
 - a. Assume responsibility for the progress made during the activities planned at the internship organization;
 - b. Consult with the student at least every two weeks. During these meetings, the work programme is to be outlined for the period up and until the following meeting, problems should be discussed and the internship activities evaluated;
 - c. Advise the supervisor in his/her final assessment of the student. For this purpose the Internship Assessment Form (for the internship coach) should be filled out by the internship coach and be included in the internship report as an appendix by the student.

Article 5. The supervisor

1. The supervisor is a member of the academic staff at the Department of Political Science of the Radboud University Nijmegen.
2. The tasks of the supervisor are to:
 - a. Consult the internship coach (by mail or telephone) at least at the start and at the end of the internship to discuss mutual expectations, the aims of the internship, the work situation and the quality of the internship (not for internal internships);
 - b. Consult with the student at least once every month. Each consultation session should be initiated by the student.
 - c. Draw up a final assessment of the student, taking account of the stipulations found in article's 7 and 8. For this purpose the Internship Assessment Form (for the supervisor) needs to be filled out by the supervisor. There is a different assessment form for the internal internship and for the external internship (see appendixes).

Article 6. The student

1. Only a student who is enrolled in the Master's degree programme of Political Science, as referred to in article 7.3a of the Netherlands Higher Education and Research Act (*WHW*), can be an intern.
2. The student is responsible for contacting the intended internship organization and internship coach.
3. In order to be assigned a supervisor, the student sends an e-mail to the internship coordinator Reinout van der Veer (reinout.vanderveer@ru.nl) who will distribute students over staff members that are available. In this e-mail the student communicates: a) the internship organisation; b) start and end dates; c) three potential supervisors that are deemed most appropriate. Please note: there is no guarantee that one of them actually will become the supervisor. The student should not include internship plans. The internship coordinator only assigns a supervisor and does not give advice on internship organisations or internship plans. These types of questions need to be taken up with the designated supervisor.
4. The student submits the internship plan (see article 3) to the Examination Board for approval. Approval by the Examination Board is necessary prior to commencement of the internship.
5. The Examination Board assigns EC credits as follows. When evaluated favourably and provided that the term of the internship was at least 168 hours, the internship is equivalent to one optional course consisting of 6 EC. The Examination Board is allowed to assign an additional extracurricular 1 EC for each set of additional 28 hours that has been favourably

evaluated, up to 168 hours or 6 EC. In that case a maximum of 12 EC can be assigned to the internship in total.

6. The student needs to register in Osiris for the course “Internship MAN-MPOL100.”
7. The student must compile an internship report, while taking the stipulations of article 7 and 8 into account.
8. An internship can never be a sufficient reason for not meeting obligatory tasks as part of the regular curriculum. The student has to inform the internship organization beforehand of educational obligations during the intended internship period. The student and internship organization will have to seek a solution to any conflict of educational interests.
9. If it becomes impossible to comply with the regulations laid down in the internship contract as a result of a *force majeure*, interim provisions can be drawn up if the internship coach, the supervisor and the student are in agreement. In the event of any major complications, article 10 may be applied depending on the circumstances.

Article 7. The internship report

1. In the case of an external internship: the student and internship coach are to agree on the internship report before submitting it to the supervisor for assessment.
2. The final version of the internship report should be submitted to the supervisor one month after the internship has ended at the latest. The internship report should cover the subjects referred to in article 8.3.
3. The external internship report should be written in English and cover between 5000 and 7500 words, excluding the summary, table of contents, bibliography, and appendixes. The internal internship report is also written in English, but should be between 3500 and 5000 words, excluding the summary, table of contents, bibliography, and appendixes (cf. article 7.4. d.).
4. The structure of the internship report for both the external and the internal internship should be as outlined below.
 - a. The *cover page* with a title, the student’s name and student number, the date the report was finalized, the length of the internship in days and the number of assigned EC’s, the name of the supervisor, the internship organization and, for external internships, the name of the internship coach. (If the internship organization stresses the confidentiality of certain elements of the report, this should be clearly stated on the cover. In that case the report will only be available for academic staff and the periodic Teaching Quality Assessment panel.)
 - b. A *summary* of the internship covering the student’s tasks, activities and results. This summary should be max. 300 words.

- c. An *introduction* containing the main elements of the internship plan (problem/subject to be addressed, tasks, activities), and the learning objectives for the student both personal and academic as well as the projected contribution of the internship for the internship organization.
- d. A *description* of the internship organization, the intern's function or place in it and the tasks in general terms in relation to the needs and specific problem(s) of the organization. (A more specific and detailed overview of the intern's tasks and activities can be included in an appendix.) Here the intern should make clear what the contribution to the internship organization has been, how his or her work has made a difference for the internship organization in relation to a specific organizational need or problem (compare article 8.3 point a and b.). The description of "the internship organization" is not needed for an internal internship.
- e. A *reflection* on the student's internship in terms of the learning objectives for him or her as a student of political science (see article's 1 and 3.2. point d). Here it should become clear what the significance of the internship has been for the intern's education as a political scientist in terms of knowledge, insight and abilities. In order to do this, the intern should explain how the internship relates to certain theories, methods and concepts that he or she has become familiar with as part of the political science education or that the intern has studied as part of the internship and the writing of this report. In fact, including literature that goes beyond the standard curriculum is encouraged. Given that this reflection is a crucial part of the internship from the academic point of view, this should be a substantial part of the internship report and its evaluation (compare article 8.3 point c and d).
- f. The *conclusion* regarding the internship. This part of the report should contain a final assessment of the internship, including the intern's own views on possible strengths and weaknesses. Would he or she, in hindsight, do some things differently and why? What has the internship thought the student, including regarding possible future career perspectives? This is also the place for clear and concrete recommendations for the internship organization.
- g. The *list of literature*. Given the importance of the reflective part, the use of relevant scientific and professional literature is mandatory.
- h. *Appendixes*:
- An overview of the intern's activities;
 - Possible products that the intern is responsible for, such as certain organizational plans the intern has developed or particular reports the intern has written.
5. In terms of lay-out, references, grammar, spelling, style, clarity and readability the internship report should meet basic academic standards.

Article 8. The final assessment

1. The final assessment will be carried out by the supervisor.
2. The final assessment involves both the internship report and the tasks that have been carried out at the internship organization.
3. The following aspects of the internship report will be assessed:
 - a. A well-organized and time-phased portrayal of the way the internship plan was carried out or not carried out (satisfactory), or (as the case may be) the way in which all of the components of the learning process took place.
 - b. The understanding gained regarding the societal and/or political function of the internship organization concerned, and the opportunities available for the political scientist to make contributions of a more specific nature to, or in response to, the professional/academic field of the internship organization.
 - c. A reflection on the internship in which the student contrasts or embeds the internship experience in relation to the concepts, theories or empirical evidence that he or she learned as part of the political science programme.
 - d. A reflection on how the political science programme has prepared the student for work such as that which has been carried out during the internship and in the professional field.
 - e. In the case of an internal internship, the final report will also address the scientific quality of the research output.
4. The supervisor evaluates the tasks that have been carried out at the internship organization on the basis of:
 - a. The final report;
 - b. A debriefing of the student by the supervisor after the internship has ended;
 - c. The Internship Assessment Form for the internship coach (and conversations with this coach) in the case of an external internship;The following questions are key to the evaluation of these tasks:
 - a. Were the tasks carried out according to the internship plan and if not, can that deviation be justified?
 - b. Did the student play a positive role in the working relationships he/she encountered?
 - c. Did the student show initiative to tackle the problems that arose?
 - d. How much independence did the student display when carrying out the internship duties?
5. The final grade will primarily be based on the quality of the internship report and especially its reflective aspects (see the Internship Assessment Form for the supervisor).

Article 9. Internship dossier

After the final positive assessment, the supervisor sends a complete internship dossier to the department administration. This dossier consists of:

- a. The final report written by the student, including the internship assessment form for the internship coach as an appendix (see article 4.2. point c) in the case of an external internship;
- b. The internal or external internship assessment form for the supervisor.

The supervisor is responsible for sending the final grade to the student administration.

Article 10. Transitional and final provisions

1. If the internship is terminated prematurely due to circumstances beyond the student's control, the time spent working during the internship can be regarded as a proportionate part of the internship period.
2. In the case of major complications, the supervisor and the Examination Board are authorized to depart from these internship regulations.

Appendixes (also available as separate Word files on Brightspace):

1. External Internship Assessment Form for the internship coach (master level).
2. External Internship Assessment Form for the supervisor (master level).
3. Internal Internship Assessment Form for the supervisor (master level).

External Internship Assessment Form Master

Department of Political Science, NSM/Radboud University Nijmegen

For the **internship coach (internship organization)**

2021

Student's name:
Internship organization, location:
Duration and period:
Coach (external):
Date of assessment:
Grade:

This form should be filled in by the internship coach and be included in the final report as an appendix

Please indicate to what extent the internship and report meet the following criteria by inserting an "x" in the appropriate column: -- = **very insufficient**; - = **insufficient**; -/+ = **sufficient (6)**; + = **good**; ++ = **very good**.

Assessment criteria	--	-	-/+	+	++
1. Contribution of the internship to the internship organization					
2. Initiative and/or pro-activity (acting in anticipation of future problems, needs, or changes)					
3. Functioning as a team member					
4. Independence					
5. Practical relevance of the conclusions and recommendations of the final report for the internship organization					
6. Discipline and punctuality					
7. Creativity					
8. Ability to express oneself both verbally and in writing					
Final assessment internship	Grade				
Grade 6: Criterion 1-4 at least "-/+" (sufficient)					
Grade ≥ 7,5: Not one criterion "--" and at the most one "-"					

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External Internship Assessment Form Master

Department of Political Science, NSM/Radboud University Nijmegen

For the **supervisor (RU Nijmegen)**

2021

Student's name: Student number: Internship organization, location: Duration and period: EC: Internship Supervisor (RU Nijmegen): Internship coach (internship organization): Date of assessment: Subject internship (max. 10 words): Grade:
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Please indicate if the internship meets the following requirements by inserting an "x" in the appropriate column. An internship that does not meet these requirements is inadmissible and cannot be graded.

Formal requirements	Yes	No
1. The term for the internship was at least 168 hours (6 ec) at the Master level.		
2. The Examination Board approved of the internship plan in advance.		
3. A complete and legible final report as specified in article 7 of the Internship Regulation was handed in no later than one month after termination of the internship.		
4. The report is written in English and is between 5000 and 7500 words.		
5. The Internship Assessment Form for the internship coach is included in the internship report		
6. Send the internship report (incl. form for internship coach) and this form for the supervisor to Amanda van Eck-Boerboom department administration (a.vaneck@fm.ru.nl). Send the final grade to the student administration (grades@fm.ru.nl).		

Please indicate to what extent the internship and report meet the following criteria by inserting an "x" in the appropriate column: -- = **very insufficient**; - = **insufficient**; -/+ = **sufficient (6)**; + = **good**, ++ = **very good**.

Assessment criteria	--	-	-/+	+	++
1. Relevance of internship for the Master's degree Political Science					
2. Contribution of the internship to the internship organization.					
3. Assessment by the internship coach					
4. Reflection on the internship relating the internship to learning objectives and education as political scientist.					
5. Relevance of academic/professional literature to the reflection on the internship.					
6. Quality of the conclusions and recommendations.					
7. Quality of formal aspects of the report such as grammar, spelling, clarity and readability, structure, references, list of literature, etc.					
8. Description of the internship organization, internship plan and activities.					
Final assessment internship and internship report	Grade				
Grade 6: Criterion 1-5 at least "-/+" (sufficient)					
Grade ≥ 7,5 : Not one criterion "--" and at the most one "-"					

<Space for supervisor's comments>

Internal Internship Assessment Form Master

Department of Political Science, NSM/Radboud University Nijmegen

For the supervisor (RU Nijmegen)

2021

Student's name: Student number: Duration and period: EC: Internship Supervisor (RU Nijmegen): Date of assessment: Subject internship (max. 10 words): Grade:

Please indicate if the internship meets the following requirements by inserting an "x" in the appropriate column. An internship that does not meet these requirements is inadmissible and cannot be graded.

Formal requirements	Yes	No
1. This is an internal internship: the intern has worked at the Radboud University		
2. The term for the internship was at least 168 hours (6 ec) at the Master level.		
3. The Examination Board approved of the internship plan in advance.		
4. A complete and legible final report as specified in article 7 of the Internship Regulation was handed in no later than one month after termination of the internship.		
5. The report is written in English and is between 3500 and 5000 words.		
6. Send the internship report and this assessment form to Amanda van Eck-Boerboom department administration (a.vaneck@fm.ru.nl). Send the final grade to the student administration (grades@fm.ru.nl).		

Please indicate to what extent the internship and report meet the following criteria by inserting an "x" in the appropriate column: -- = **very insufficient**; - = **insufficient**; -/+ = **sufficient (6)**; + = **good**, ++ = **very good**.

Assessment criteria	--	-	-/+	+	++
1. Relevance of internship for the Master's degree Political Science					
2. Contribution of the intern to academic output.					
3. Reflection on the internship relating the internship to learning objectives and education as political scientist.					
4. Relevance of academic/professional literature to the reflection on the internship.					
5. Quality of the conclusions and recommendations.					
6. Quality of formal aspects of the report such as grammar, spelling, clarity and readability, structure, references, list of literature, etc.					
7. Description of the internship plan and activities.					
8. Initiative of the intern and/or his or her pro-activity					
9. Functioning as a team member					
10. Independence of the intern					
11. Discipline and punctuality					
12. Creativity					
13. Ability to express oneself both verbally and in writing					
Final assessment internship and internship report	Grade				
Grade 6: Criterion 1-4 at least "-/+” (sufficient)					
Grade ≥ 7,5 : Not one criterion "--” and at the most one "-”					

<Space for supervisor's comments>
