

Individual internship at a company or an organisation *instead of a think tank*

Content

Because you do this internship instead of a think tank, you will work on the same learning objectives as during the think tank. This means that during your internship you will not only work in the company or organisation, but will also – even primarily – work on a societal issue of that organisation or company that is related to the theme of the minor.

Learning objectives

After your internship you can:

- offer insights and solutions to a societal issue within your internship company or organisation by applying your knowledge and skills in a (research) project;
- draw up a project plan for a (research) project in which you define and delineate the project and describe and plan the project activities;
- divide and carry out duties with your colleagues, working together constructively and taking into account the different interests of the parties involved;
- present the outcomes of the (research) project in a clear and societally relevant way
- reflect on your own qualities and your development in working in a team and executing the project.

Completion

1. Portfolio (ca. 4.800 words)

The portfolio contains documentation that shows that you have taken a step to find an answer to the societal issue or completed a product/subproject. The portfolio should contain the following:

- Goals, tasks and agreements:
 - a. give a brief overview of the goals, tasks, and work agreements you've made with both your supervisors (i.e. the company's and at the university's) at the start as well as during your internship;
 - b. write a brief evaluation of the goals you set in the beginning (how realistic they turned out to be), the tasks and work agreements: what have you learned from this?
- Research question:
 - a. give a brief overview of the project's research question(s) in relation to the societal question;
 - b. write a brief evaluation of the choices you've made with regard to the research question(s) in relation to the societal question: what have you learned from this?
- Project plan:
 - a. submit your project plan (incl. time schedule);
 - b. write a brief evaluation of how the project plan has worked and any adjustments you may have had to make in the interim: what have you learned from this?
- Decisions and progress:
 - a. submit a brief overview of how the decisions and progress were communicated
 - b. write a brief evaluation of the communication and cooperation with the company or organisation you did your internship: what have you learned from this?

2. Final product

With the help of the project plan and the subprojects, you will ultimately come up with an answer to the societal issue. Therefore, the final product is the answer you give the company or organisation. Which form this final product will have depends on the issue you looked into and the wishes of the company or organisation with regard to how they would like to have the results presented (e.g. proposal, advice, plan of approach).

- Final product
Submit the final product along with an accompanying explanation.
- Final product report
Submit a brief overview of how the presentation of the final product for your organisation/company went. Also ask your internship supervisor within the internship company/organisation to give you feedback on this in writing using the form in the appendix.

Assessment

The portfolio and the final product will be assessed with a pass/fail by your supervisor from Radboud University. He/she will take the feedback from your supervisor at the company/organisation into account (see feedback form on the next page).

Feedback by internship company/organisation

This form must be completed by the supervisor of the company/organisation offering the internship, after consultation with the intern at the end of the internship.

Name of the intern:

Name supervisor (company/organisation):

Company/organisation:

Department/Division:

Internship period (dd/mm/yyyy): ___/___/___ - ___/___/___

Aspects	Above expectation	Good	Sufficient	Insufficient
<i>Knowledge</i>				
a. Connection to practical needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Applying scientific knowledge to answer the question/issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Attitude</i>				
a. Towards supervisor and colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Effort and independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Dealing with feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Practical work</i>				
a. Pace and accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Communicative skills</i>				
a. Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Final product</i>				
a. Satisfied the demand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Processing of feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Personal development</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusion (overall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Feedback
<u>Carrying out the project</u>
<u>Final product</u>
<u>Self-reflection</u>

Place:

Date:

Signature:

Assessment individual internship instead of a think tank

Name student:

Student number:

Name supervisor (RU):

Assessment criteria	Pass	Fail
<i>Portfolio</i>		
a. overview goals, tasks, and work agreements	<input type="checkbox"/>	<input type="checkbox"/>
b. evaluation goals, tasks, and work agreements	<input type="checkbox"/>	<input type="checkbox"/>
c. overview research question(s) in relation to the societal question	<input type="checkbox"/>	<input type="checkbox"/>
d. evaluation choices with regard to the research question(s)	<input type="checkbox"/>	<input type="checkbox"/>
e. project plan (incl. time schedule)	<input type="checkbox"/>	<input type="checkbox"/>
f. evaluation project plan	<input type="checkbox"/>	<input type="checkbox"/>
g. overview communication on decisions and progress	<input type="checkbox"/>	<input type="checkbox"/>
h. evaluation communication and cooperation	<input type="checkbox"/>	<input type="checkbox"/>
<i>Feedback form by internship company/organisation</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Feedback form by the university's supervisor</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Final product</i>		
a. Final product incl. explanation	<input type="checkbox"/>	<input type="checkbox"/>
b. Overview and evaluation presentation final product	<input type="checkbox"/>	<input type="checkbox"/>

Feedback
<u>Carrying out the project</u>
<u>Final product</u>
<u>Self-reflection</u>

Final assessment

pass

fail

Place:

Date:

Signature: