

# Quick Guide for Supervisors of Business Internships

## *Master's programme Science and Business Management of the Graduate School of Life Sciences (GSLs)*

*Science and Business Management (SBM) is a two year Master's programme for graduates of Bachelor's programmes in Life Sciences and Natural Sciences. The first year comprises a science-focused programme. The second year starts with a five months business course, containing three modules: Fundamentals of Business and Economics, Entrepreneurship and Finance & Management Accounting. The Master's programme is concluded with a business internship, which is supervised and assessed by both the hosting company and Utrecht University. In order to ensure a uniform and high standard of education, including assessment, we hereby provide a guideline for supervision and assessment of the business internships performed by GSLs students.*

### **Internship requirements and approval**

- The internship should be provided by a company or organization, with a business related project and preferably a link to science, for 19 weeks, five days a week.
- The student should get a clear assignment/problem statement on which (s)he can work independently, which results in sufficient substance for writing a solid thesis at academic level.
- Proper supervision and guidance from the internship provider is expected.
- The student must start an application for his/her business internship in Osiris Case/Zaak via 'Cases' ('Zaken' in Dutch).
- The examiner will be requested to approve this application and must ascertain that the proposed internship is of a sufficient academic level.
- The Board of Examiners (BoE) is the last actor to approve the application in Osiris Zaak. This final approval will be confirmed by email to the student and all involved supervisors, with this Quick Guide attached. After approval the student can start his/her internship.

### **Supervision terminology and responsibilities**

#### The examiner:

- is affiliated to Utrecht University as a full, associate (UHD) or assistant (UD) professor with a tenured position;
- is responsible for the approval of the internship assignment;
- has expertise on the subject of the internship project;
- visits the host company (unless abroad) by the end of the first month of the internship;
- provides the student with feedback on the report texts;
- monitors the progress of the internship on a monthly basis;
- has final responsibility for the grade of the internship.

The supervision may be delegated to or shared with an expert who is not necessarily affiliated to Utrecht University (e.g. a lecturer of the Business Course). The examiner remains responsible for the overall quality and academic level, and all aspects of assessment (including the final grading) of the internship and must ascertain that internships outside UU/UMCU are of sufficient academic level.

#### The host institute supervisor:

- has a managerial position at the company or organization that hosts the internship;
- is responsible for the (daily) supervision of the student during his/her internship and is advised to meet with the student for at least three times;
- has a clear interest in the outcome of the project;
- provides the student with the facilities, including contacts, to carry out the project;
- decides which other tasks (not directly related to the project, but in line with the learning outcomes of the internship) the student may perform;
- decides on the working hours and (if applicable) leave days of the student;
- is the primary coach and feedback provider for the student:
  - monitors the progress of the project through regular (weekly) work discussions.
  - conducts a formal interim assessment in the second or third month of the internship.
- grades the process and the outcomes of the internship.

The host supervisor may delegate some of these tasks to a daily supervisor.

### **Duration of the internship**

- The [duration](#) of a business internship (27 EC) is 19 weeks. This includes writing the report and preparing the final presentation.
- If due to circumstances e.g. illness the final presentation and the final written report cannot be delivered within 8 months after the start of the business internship the research project coordinator should be contacted.

### **Contents and deliverables of the internship**

- At the end of the internship the following products should be delivered:
  - an academic thesis/business report of 40-65 pages, including a management summary and a personal experience report, written in English or –only if required by the host company– in Dutch.
  - a final oral presentation at the host company in the presence of both the host supervisor and the examiner.
  - (if applicable) the end product of a practical assignment (e.g. constructing a database).
- The results of the internship are public unless stipulated otherwise. The host institute may request secrecy from the student and the UU examiner/supervisor, provided that the UU examiner/supervisor is at all times allowed to have access to the reports of the student, in order to be able to assess the level of the project. The Board of Examiners should be allowed to have access to the student report upon request (after signing a confidentiality agreement if needed).

### **Interim assessment (feedback during project)**

- A [mandatory evaluation](#) meeting between student and host supervisor, should take place two or three months after the start of the internship. Please note: this interim assessment conversation is different from regular work discussions.
- During the interim assessment meeting the student receives feedback on his/her work, progress and performance. It is strongly advised to use the [rubric Evaluation of Business Internship](#) as a tool to discuss the applicable strong points and points of improvement of the student.
  - If the rubric Evaluation of Business Internship is used the host supervisor highlights what is applicable. This highlighted rubric is signed by the host supervisor.
  - If the rubric Evaluation of Business Internship is not used the student has to write a [short report](#) (½ A4) summarizing for which criteria (s)he is on the right track, and which parts need more attention. The report has to be signed by the host supervisor.
- The student must upload the mandatory interim assessment form in Osiris Zaak, after which the examiner will be automatically requested to approve the submitted document.

It is important to evaluate the work and progress of the student on a regular basis. Interim assessment meetings can be scheduled more often, if preferred.

### **Fraud and plagiarism**

Fraud or plagiarism is absolutely not allowed and will be dealt with as described in the [Education- and Examination Regulations](#).

- Both the host supervisor and UU examiner have the responsibility to ensure that no fraud or plagiarism took place. When you find or suspect that your student is committing fraud or is plagiarizing during his/her internship, this must be reported to the Board of Examiners (BoE). You are invited to contact the BoE first for advice: [more information on how to deal with plagiarism or fraud](#).
- The examiner must check the final research reports for plagiarism using Ephorus, or an alternative comparable plagiarism checker.
- When the reported percentage of plagiarism in Ephorus is >10%, but there is no case of plagiarism, a motivation written by the examiner explaining this should accompany the assessment form.

## Grading

At the end of a business internship, the student is expected to have met the [learning outcomes](#). The [rubric Evaluation of Business Internship](#) is used for the final assessment. The following criteria for quality of the content (70%), quality of the process (20%) and quality of the oral presentation (10%) can be used:

- quality of the content (70%)
    - quality of the thesis (structure, theoretical approach, objectives, research methodology, argumentation, empirical data)
    - critical analysis of own results (discussion, conclusion)
    - quality of the work done and/or usefulness of findings and recommendations
  - quality of the process (20%)
    - degree of independent work
    - degree of initiative shown
    - co-cooperativeness with instructors
    - following up on agreements
    - co-cooperativeness at the place of internship
  - quality of the oral presentation (10%)
    - structure
    - manner of speaking
    - proficiency in the English language (if applicable)
    - non-verbal communication
    - quality and use of audio-visual media
    - answers given to questions that are asked
- Both the host supervisor and the examiner will grade these three elements (given in a scale of 1 to 10). The final mark per element is a weighted average of both marks. For content the examiner's mark has the largest weight (2/3) and for process the host supervisor's mark (2/3). For presentation both marks have equal weight. The examiner is responsible for fulfilling the assessment in [Osiris Zaak](#).
  - In case of an internship [abroad](#), the UU examiner and host supervisor should contact each other in order to make sure that the assessment of all components are performed according to the guidelines of the GSLS-UU.
    - First, the supervisor host institute determines the grades according to his/her own marking system (e.g. Anglo/Saxon marking (F-A<sup>+</sup>)).
    - Next, the supervisor host institute consults the UU examiner. The examiner converts the grade according to the Dutch marking system. The conversion table is available [here](#).
- In order to meet the [cum laude requirements](#) a student should receive a 8.5 or higher for his/her business internship. If the UU examiners and host supervisors marks differ by 2 or more points, the Board of Examiners should be notified by the UU examiner.

## Procedure to complete the assessment

- The student must send a copy of the report to his/her examiner and host supervisor for assessment.
- The examiner must register the assessment digitally in Osiris Zaak within 10 working days after the student has handed in his/her (final) report and gave his/her oral presentation. To make sure there are no delays, make agreements with your student beforehand about the dates for handing in his/her final report / presentation.
- The student will be requested to upload his/her thesis in [Osiris Zaak](#) after the examiner has submitted the assessment. After uploading the report, the Master's administration will be notified to finalize the results.

## Problems or questions and further information

In case of any problems or questions, contact the [programme coordinator](#) first, or otherwise the [academic counsellor](#) or [research project coordinator](#). Students can also be referred to the study guide page about [guidance and counselling](#).

All official regulations of the GSLS are recorded in the Education and Examination Regulations, the Rules and Regulations and the Student's Charter and all other relevant documents and forms, can be found [here](#).