



## WAGENINGEN UNIVERSITY INTERNSHIP CONTRACT

### STATUS OF THE INTERNSHIP CONTRACT

- The Internship contract formalises the agreements made between the student-trainee, the department and the Internship provider. In this sense, it is a further supplementation and elaboration of the rights and obligations that the parties already have based on the Higher Education and Research Act, the Education and Exam Regulations and the student statute.

### FILL IN AND SIGN THE CONTRACT

- If the Internship is to take place at several institutions (a 'split Internship'): please complete a separate form for each institution.
- Before any Internship activities begin, this form must be filled in for all Internships by the student, the supervisor, the examiner and the representative of the Internship provider. If the Internship provider has its own Internship contract, on the present form you should fill in only the sections that are not included on the provider's form.
- The student, the department and the provider must all sign the form. Each will receive an original contract, and a copy will also be sent to the study coordinator. The department and study coordinator will also receive a copy of the Internship form (if there is one) of the Internship provider.
- After adding to and/or changing the contract, the student will be given a new copy.

### PROBLEMS AND COMPLAINTS

- If there are problems or complaints having to do with supervision or evaluation, the student can contact:
  - the Department Administrator (*Dagelijks Bestuur*) or Education Coordinator;
  - a Student Counsellor;
  - his / her Study Coordinator;
  - the Examination Appeal Committee;
  - the Confidential Counsellor.
- If necessary, the legal office can help you choose the plaintiff and submit the complaint.

**PLEASE USE THESE INSTRUCTIONS WHEN FILLING IN THIS FORM !!!**

### IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

#### INTERNSHIP IN THE NETHERLANDS AND WORK PERMIT

WU students who do **NOT** have the nationality from one of the following countries:

Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxemburg, Malta, The Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, or the United Kingdom,

**and** who wish to do their Internship in the Netherlands, **must also** fill in the form 'Dutch Student – Trainee Agreement – Part 1'.

This Agreement can be downloaded from: [www.nuffic.nl/pdf/netwerk/cospa-stageovereenkomst2.doc](http://www.nuffic.nl/pdf/netwerk/cospa-stageovereenkomst2.doc)

By filling in and signing the Trainee Agreement, the Internship provider does not need to apply for a work permit for the international student. The Trainee Agreement should be filled in by student, the supervisor, the examiner and the representative of the Internship provider. The Internship provider must be able to show the Trainee Agreement to the Dutch Labour Inspectorate (*Arbeidsinspectie*) upon request.

Please note that both the 'Wageningen University Internship Contract' and the 'Dutch Student – Trainee Agreement – Part 1' must be completed.

## 1 Student particulars

Name .....

First name .....

Address .....

Registration number .....

Study programme .....

Specialisation .....

Subject .....

Subject Code..... Credits.....

## 2 Instructor / supervisor at Wageningen University

Name Dr. Ir. Marlies Brinkhuijsen.....

Department Environmental Sciences Group.....

Group Landscape Architecture.....

Address P.O. Box 47, 6700 AA Wageningen, the Netherlands .....

## 3 Supervisor at Internship provider

Name .....

Institution .....

Address .....

## 4 Examiner

Name Dr. ir. M. Brinkhuijsen .....

Department Environmental Sciences Group.....

Group Landscape Architecture.....

Address P.O. Box 47, 6700 AA Wageningen, the Netherlands .....

## PLAN

### 5 Subject / title and type of Internship

*Describe the Internship subject and the type of Internship (possibly in combination with thesis).*

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### 6 Aim of the Internship

Upon successful completion of the internship the students should be able to:

- Apply acquired knowledge and skills in a professional situation and to develop new knowledge and skills in practice;
- Be aware of the attitude required in a professional situation and reflect upon his/her own attitude;
- Explore and understand the nature of the landscape design profession in organizations such as consultancies and design companies, governmental organizations, NGO's, research institutes, etc.;
- Have an insight into the context and networks in which professional landscape architects operate;
- Reflect on design approaches and work methods as used by professional landscape designers.

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## 12 Planning

State the Internship period and include a detailed scheme for the various activities to be carried out during the Internship. If possible, clearly indicate the phases of the Internship.

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Start of Training: ..... End of Training: .....

## 13 Facilities

Provide a summary of the facilities (materials, budget, apparatus etc.) that are required to carry out the planned activities.

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## 14 Report

The results of the internship period must be taken down in a report, which contains:

- A description of the internship organization, its structure and its field of activities;
- The projects the trainee worked on (description of the background and content of the projects, activities carried out by the trainee and reflection on these activities);
- An analysis of the approaches and work methods in design and planning processes used by the internship organization (note that in describing the activities the 'how and why' are more important than 'what');
- Review and reflection on the internship period and personal learning objectives.

## AGREEMENTS

### 15 Supervision and evaluation

Clear and concrete agreements have been made between the student, the instructor and the supervisor of the Internship provider concerning supervision and evaluation. List the agreements that have been made for each phase:

#### A Supervisory responsibility of the instructor during the Internship

Intake.....  
Back-up in case of conflicts which cannot be solved in the internship organization .....  
Evaluation interview and assessment .....

#### B Supervisory responsibility of the Internship supervisor

Day-to-day supervision.....  
Feedback on results and attitude .....

**C Type, duration, time and frequency of the supervision**

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**D Division of tasks between the instructor and supervisor concerning the supervision and evaluation procedure**

Mentor: day-to-day supervision and evaluation interview.....  
Internship coordinator: intake, back-up and evaluation interview.....  
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**E Criteria for evaluating the Internship**

See internship assessment form.....  
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**16 Duties and obligations**

*Describe the duties and mutual obligations of the educational institution and the Internship provider, such as how to deal with data and the Internship report.*

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**17 Agreements about facilities**

*Describe any concrete agreements made between the parties concerning apparatus and workspace, materials, housing, insurance, expenses, transportation and special circumstances.*

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**18 Special circumstances**

*Describe any agreements made between the parties concerning special circumstances such as circumstances beyond one's control, the intensity of the activities and physical disability.*

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## 19 Signing the agreement

*Signature, City and Date*

Student

Supervisor WU  
Examiner

Supervisor at Internship provider

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City

Date

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