

Master's programmes Earth Sciences

Internship (GEO4-1500)

Objective

In addition to the MSc Research, all Earth Sciences MSc students have to perform a second individual project. This second project can be in the form of a Guided Research or an Internship. The objectives of the Internship should be based on the application of Earth Sciences based expertise to technical, economical or societal questions. Furthermore, an Internship is usually performed at an institution or company outside UU, typically from the non-academic sector. In an Internship, the focus lies on a) analyzing a technical, economical or societal problem regarding its earth scientific aspects; b) develop and apply earth scientific methods and expertise to tackle this problem c) document the results in a report and transfer the knowledge to the host institution. Note: If you are thinking about performing your MSc Research project at a non-academic institution, this is not the place to find information: MSc research projects are handled as MSc Research, not as an Internship. Table 1 provides a comparison between MSc Research, Guided Research and Internship.

Tab. 1 Comparison MSc Research, Guided Research and Internship

	<i>MSc Research GEO4-1520</i>	<i>Guided Research GEO4-1521</i>	<i>Internship GEO4-1500</i>
<i>Compulsory</i>	Yes, for all programmes and profiles	Performing at least one (all programmes)	compulsory for M-profile and EC-profile
<i>Possible number of ECTS credits</i>	30, 37.5, 45	7.5, 15, 22.5, 30	15 – 30
<i>Type of host institution</i>	Academic (exceptional non-academic)	Academic (exceptional non-academic)	Non-academic
<i>Possibility to be performed at external institution</i>	Yes	Yes	Exclusively at external institution
<i>Compulsory report, individually written in English</i>	Yes	Yes	Yes
<i>Oral presentation</i>	Compulsory	Possible (not part of evaluation)	Possible (not part of evaluation)

Pre-requisites

To start with a Traineeship a student has to obtain at least 30 ECTS credits of theoretical MSc courses (GEO4-...) from the relevant programme. An Internship can be performed before or after the Graduation Research.

Procedure and content

It is important that the Internship is of sufficient academic level. That is, that you are assigned a task for which you will need the knowledge and capabilities that you have acquired in the past years. An Internship that merely consists of a looking over one's shoulder ("meeloopstage") is not suitable. Please also visit the MSc Earth Sciences Internship community on Blackboard. There you can find extra information related to Internships.

As part of the Internship, the student prepares an **individual** report written in English. An Internship can be done in collaboration with other students, but only under the condition that each student works on the basis of an individual problem statement and that the individual performance of each student can be properly judged by the supervisor. Each student has to produce a stand-alone document and it is inadmissible that its text overlaps with that of reports produced by other students involved in the project.

In special circumstances the internship report can be written in Dutch, but this requires prior approval by the Internship coordinator. Internship reports written in Dutch will only be approved if this has been indicated on the Internship Approval form (see below) and if the student can prove that the company / organization needs an internship report in Dutch.

In case the internship report is written in Dutch, the report should include an internship report summary in English in the format:

- at least 5 pages (A4) text, no photo's, figures, references, etc.;
- font style: verdana 9 pt;
- margin: 2 cm each side.

The credit load of an internship can be between 15 and 30 ECTS credits corresponding to a duration of approximately between 3 and 6 months. A longer internship is possible but the maximum number of ECTS credits which can be earned in one internship is 30.

How to find an internship

In a first instance, it is the responsibility of the student to find an internship. On the MSc Earth Sciences Internship community on Blackboard you can find companies and institutions that have hosted interns previously. Many students look around for themselves, talk to students who have already done an Internship or contact a staff member active in the direction of their interest.

Before starting an Internship, the planning of the Internship has to be approved by the Internship Coordinator. The proposal has to contain **the completed and signed Internship Approval Form** (see below) including an attachment containing the following information:

- **Name, address and country of host institution and contact person**
- **Number of ECTS**
- **Title of the project**

- **Project description:** Contents of the internship, outline of the research, outline of the methodology, outline of the expected results and deliverables. The project description should not exceed 1000 words.

Time planning of the project

Start and finish date are indicated in the time planning.

The time planning has to be consistent with the number of ECTS credits; 1 week with 40 working hours corresponds to 1.43 ECTS credits (1 ECTS credits = 28 working hours). The length of the project has to be planned in a way that public holidays are excluded in the calculation of the total number of working hours. For example, you plan to work from April 1st 2022 to August 15th 2022, i.e., 97 week days. The company will be closed on April 18th (Easter Monday), May 26th (Ascension Day) and Pentecost Monday (June 6th). You plan to take a day off on May 27th and a two-week holiday (10 workdays) during the last two weeks of July. This leaves 83 workdays. If you work the typical 38 hours per week this results in $(83 \text{ days}) \times (40 \text{ hours}) / (5 \text{ days}) / (28 \text{ hours/ECTS}) = 22.5$ ECTS credits.

Note that a maximum of 30% of the overall period can be used for "getting started/acquainted".

Once completed and signed by all involved, the internship proposal must be sent to the Teaching Institute via the online webform at

<https://fd21.formdesk.com/universiteitutrecht-geo/earthsciencesmscinternship>

Furthermore, the following information needs to be provided on the webform:

- **Personal data of the MSc student**
- **MSc programme**
- **Internship organization**
- **Internship topic**
- **Name and affiliation of the UU supervisor.**
- **Number of ECTS credits**
- **Start and end date of the project**

After an initial check, the Teaching Institute will forward the proposal to the Internship coordinator Rob Govers (r.govers@uu.nl) for approval. If he approves, the Teaching Institute will send you a confirmation of the approval via e-mail.

At the end of the Internship, the supervisor at the host institution and the UU supervisor, grade the project. The evaluation of the project will be based on the Internship Rubric Earth Sciences. Note, the Rubric contains two parts: one to be filled in by the external supervisor and the second part by the UU supervisor. The UU supervisor is responsible to determine the final grade. The Rubric can be found on the Master Earth Sciences MSc internship Blackboard community.

The Rubric should be discussed with the student and has to be signed by both supervisors. The signed Rubric has to be sent to the Internship Coordinator who will forward it to Student administration for processing in OSIRIS. An electronic copy of the final report has to be sent by the student to both the MSc Internship Coordinator (r.govers@uu.nl) and the Teaching Institute (i.beekman.uu@analysis.urkund.com). The Teaching Institute will do a plagiarism check using Urkund/Ouriginal.

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Approval Form

Student

Student number:

Name:

E-mail address:

Address (complete):

Telephone number:

MSc programme:

Topic of the internship:

Internship planned at (name organisation):

Language of the internship report:

Period internship: till: ECTS credits:

Date: Signature student:

Internal UU supervisor from Department of Physical Geography or Department of Earth Sciences)

Name:

will function as internship tutor for the above mentioned student, and approves of the proposed research outline and research planning as presented in the attachment.

Date: Signature UU supervisor: