

# Internship supervisor guidelines and requirements

## Master Biomedical Sciences, Radboud University

Dear colleague,

We are pleased that you are willing to fulfil the role of internship supervisor for a Biomedical Sciences student of the Radboud University Nijmegen. We would like to thank you for providing the internship and supervision.

Please, read the information for internship supervisors below. In this document you will find important guidelines and you can get a comprehensive overview of what we expect from internship supervisors.

By clicking **bold set words** within the short overview, you will find further information within this document. You can save this document or link to this information so that you can look up the information again whenever necessary.

### Quick 1 page guide:

**Internship Biomedical sciences:** Students of the two-year master's programme in Biomedical Sciences (BMS) complete at least two internships during their studies. One of which is a research internship. The other can be a research, consultancy or science communication internship. The duration of the internship can vary and should be agreed upon in the internship application. During the internship, students work full time (38 hrs/week) unless otherwise agreed with the supervisor.

#### *How to get started?*

- **Define the supervision team:** The supervision team typically consists of a responsible (formal) [internship supervisor](#), who is a senior scientist or postdoc and a [daily supervisor](#). It is highly recommended that the supervision team has followed a [supervision training course](#).
- **Internship application:** Students must submit their [internship plan \(application\)](#) in Osiris Case which is the Radboud University system for internship application and assessment.

#### *How to supervise?*

- The [supervision requirements](#) specify the manner of formal and daily supervision and guidance of the students.
- A [Mid-Term evaluation](#) will ensure monitoring adequate progress and that timely identification of any relevant issues.

#### *How the wrap up?*

- **Internship report:** The student must write an [internship report](#) himself/herself based upon his/her own work and will be the sole author of the report\*. The particular manner of the end product depends on the embedding into either a research, consultancy or science communication profile.
- **Oral presentation:** At the end of the research project the student gives an [oral presentation](#) on his/her work at the hosting department of the internship.
- **Feedback and assessment:** A supervisor must provide [feedback](#) on a draft version of the internship report and give the student time to improve the report accordingly. Only then the further [assessment and grading](#) routine should take place.

#### **Where to go and whom to contact for questions?**

- Relevant personal contacts for student/internship related questions and about biostatistics: [click here](#).
- Further information about the curriculum: [click here](#)
- Relevant contacts for curriculum related questions. [click here](#)

# Detailed internship and supervision guide:

## How to get started?

- **Internship application:** Students must submit their internship plan (application) in Osiris Case which is the Radboud University system for internship application and assessment. The supervisor and subsequently one member of the Board of Examiners will be invited by Osiris Case to evaluate this internship plan and determine whether it is approved or should be altered. Students are instructed to use the standard internship application form: [Formats Internship applications Osiris case - Radboudumc](#)
- **The learning objectives** of BSM internships can be found in the study guide:
  - [Research internship - Course guides 2022 Faculty of Medical Sciences \(ru.nl\)](#)
  - [Communication profile internship - Course guides 2022 Faculty of Medical Sciences \(ru.nl\)](#)
  - [Consultancy profile internship - Course guides 2022 Faculty of Medical Sciences \(ru.nl\)](#)

The learning objectives are also reflected by the criteria on the assessment forms (see 'Assessment' below).

Obviously, each internship also has its own specific objectives related to the specifics of the research that is performed. Prior to the start of the internship, student and supervisor should have a clear idea about the learning objectives and the skills that are to be mastered at the end of the internship. These can be noted down in the internship plan. [\(click here to return\)](#).

- **Internship supervisor:** a senior scientist or postdoc who provides the means, both material and intellectual, to enable the student to carry out his/her internship project. Regular meetings are arranged between the student and the internship supervisor to discuss progress (see supervisor requirements below). The internship supervisor will support the student by giving feedback and asking the student to reflect on his/her progress in achieving the end qualifications that are to be expressed in the report. The internship supervisor is also responsible for the assessment of the internship [\(click here to return\)](#).
- **Daily supervisor:** The daily supervision of an internship may be done by someone else than the internship supervisor, for example a PhD candidate [\(click here to return\)](#).

## How to supervise?

- **Supervision requirements for formal and daily supervision:** The (formal) supervisor bears ultimate responsibility for the supervision and assessment. Some internships have a daily supervisor (e.g. a PhD candidate) who is not the same person as the formal internship supervisor. However, the formal internship supervisor must also be regularly involved in the internship. The daily and formal supervisors should discuss and make clear agreements about how to divide roles and responsibilities [\(click here to return\)](#).
- **Guidance:** Practical work (e.g. data collection, measurements, analysis) should be guided closely by the internship supervisor or daily supervisor during the internship. Consultation should be possible on a day-to-day basis. Weekly meetings with the (daily) supervisor are scheduled to discuss results and problems. A student should meet at least bi-weekly with the formal internship supervisor if this is not the same person as the daily supervisor.
- **Mid-term evaluation:** It is highly recommended that the student and supervisor(s) arrange a midterm evaluation. A form (guideline) for the mid-term evaluation is available for students in their internship manual. The formal supervisor and daily supervisor (if applicable) should both contribute to the mid-term evaluation [\(click here to return\)](#).

## How to wrap up?

- **Internship report:** The student must write an internship report himself/herself based upon his/her own work and will be the sole author of the report\*.
- Further details about the criteria for the end products can be derived from the internship assessment forms (see below).
  - The end product of a BMS research internship is a report with the structure of a scientific article according to the guidelines of a scientific journal. Additional work may be described in appendices.
  - The end product for a BMS consultancy profile internship is an advisory report that features a clear client focus. The advisory project includes stakeholder and feasibility analysis and uses (scientific) evidence wherever that is appropriate.
  - The end product of a BMS science communication profile internship is a report describing a communicative intervention which targets a healthcare problem. The results of the communicative project are reported in a way that is scientifically sound, to all persons involved.
- The student must write the report himself/herself based upon his/her own work and will be the sole author of the report\*. The scheduled internship period includes the writing of the report. The almost-final version should be shared with the internship supervisor in time to give students the possibility to include suggested improvements in the final internship report. For more information on giving feedback, please refer to 'Supervision requirements' > 'Feedback on the internship report' below ([click here to return](#)).

*\* In case a true article (for submission to a journal) will be derived from the internship/report, other authors can be included, but the writing and submission of this article cannot be part of the internship itself.*

- **Oral presentation:** At the end of the research project the student gives an oral presentation on his/her work at the hosting department of the internship. The Supervisor, Daily Supervisor, and if possible department members (recommended) are expected to attend and critically address the results and conclusions presented ([click here to return](#)).
- **Feedback on the internship report:** A supervisor must provide feedback on a draft version of the internship report. The feedback on the report should be such that it helps the student to improve the quality of the report and improve his/her own writing skills. Please consider the following guidelines:
  - The student is the owner of the report, not the supervisor. Therefore, the report should reflect the level of the student at the end of the internship. The supervisor is expected to help the student to achieve a better product, but this should be achieved by letting the student learn from feedback and not by co-writing the entire report.
  - Limit the number of feedback rounds (e.g. 3 rounds) and make this clear to the student in advance. Give feedback on the structure, style and to a limited extent on formulation. We recommend starting with feedback on the general structure (first feedback round) and later on paragraph/phrase structure and wording.
  - We recommend supervisors to provide limited feedback on formulation. One way to do this is to make detailed corrections (e.g., rephrasing and changing sentence sequences in track changes) in a limited part of the text, and then to instruct the student to carefully review the feedback and use it to improve the rest of the text.
  - There are several excellent academic writing resources that you can refer the student to:
    - The RU has an online platform 'writing lab' with a lot of useful information (e.g. elearning and workshops): [Radboud Writing Lab - Radboud Writing Lab \(EN\) \(ru.nl\)](#)

- A student can also make a free appointment with a writing coach via the writing lab: [coaching - Radboud Writing Lab \(EN\) \(ru.nl\)](#)
- The Manchester Academic Phrasebank is a general resource with generic examples of phrases for academic writers: [Academic Phrasebank | The University of Manchester](#)
- The objective is to structure the report in the form of a scientific article. However, we encourage the use of appendices to showcase activities performed by the student that would normally not occur in a scientific publication, e.g. optimizing a protocol or performing additional analyses.
- It is not the objective to get the internship report to a publishable level. If the internship is a suitable basis for a publication, further development into a publication can be realized outside the internship period

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- **Assessment & grading:** Like the internship application, the assessment of internships is also performed through Osiris Case.
  - The final assessment of a major internship is based on:
    - Professional attitude and activities during the internship, judged by the internship supervisor
    - Written report, judged by the internship supervisor
    - Written report, judged by the second assessor
  - The second assessor is an independent expert in the field relevant to the internship subject and is working in the Radboudumc. The second assessor will be appointed to the internship by the BMS internship examiner (see below).
  - The supervisor and second assessor will be notified of the assessment awaiting by an e-mail of Osiris Case. This e-mail contains a link to Osiris Case, where the assessors can see the final report, choose the correct assessment form and upload this completed assessment form.
  - The assessment forms of BMS internships can be found here: <https://www.radboudumc.nl/en/education/courses/masters-in-biomedical-sciences/for-all-masters-students/examinations-and-regulations/manuals-forms-and-assessments/formats-internships-assessment-osiris-case>
  - It is desirable to discuss the completed form with the student which will enable the student to learn from the feedback.

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### Where to go and whom to contact for questions?

- **Specialisation coordinator:** The Master BMS has 7 specialisations. Specialisation coordinators have been appointed to take responsibility for the content of the specialisation courses and coaching of students within each specialisation. A student can also discuss the progress of the internship with the Specialisation Coordinator.
- **Profile coordinator:** For Communication or Consultancy profile internships, the profile coordinator is the contact person of the BMS programme for advice or if problems arise (see contact information below).
- **Biostatistics:** Students can obtain statistical advice from the Biostatistics group of the Department of Health Evidence. The Biostatistics group gives advice but will not perform the analyses. Students can find the contact form here: [Statistical support - Radboudumc](#) (select the Student option).

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- **More information:**
  - More information on the master's programme of Biomedical Sciences: <https://www.ru.nl/en/education/masters/biomedical-sciences>

- More information about the internships can be found in the 'guide internships' for students: <https://www.radboudumc.nl/en/education/courses/masters-in-biomedical-sciences/for-all-masters-students/examinations-and-regulations/manuals-forms-and-assessments/manuals-internships-and-literature-thesis>

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- **Contact information:**

- Assessment in Osiris case (technical support): [osiriscasesupport.rha@radboudumc.nl](mailto:osiriscasesupport.rha@radboudumc.nl)
- Assessment criteria / assessment forms: [Hans.Otten@radboudumc.nl](mailto:Hans.Otten@radboudumc.nl) (examiner BMS internships)
- BMS programme: [Jos.Schepens@radboudumc.nl](mailto:Jos.Schepens@radboudumc.nl) (study advisor), [David.Drijkoningen@radboudumc.nl](mailto:David.Drijkoningen@radboudumc.nl) (coordinator BMS)
- Questions regarding internship content:
  - Research internships: ask the student for the contact information of his/her specialisation coordinator
  - Consultancy internships: [Rob.Reuzel@radboudumc.nl](mailto:Rob.Reuzel@radboudumc.nl) (consultancy profile coordinator)
  - Science Communication internships: [GertJan.vanderWilt@radboudumc.nl](mailto:GertJan.vanderWilt@radboudumc.nl) (communication profile coordinator)

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## Supervision training course

The Radboud University is offering courses for internship supervisors who work at the Radboudumc or RU. We strongly recommend these courses for all Radboudumc supervisors. We believe it is especially important for new (junior/daily) supervisors to follow the training to develop skills in didactics that are necessary to provide high quality supervision. Many internships involve a junior 'daily' supervisor who is a different person than the formal supervisor. If this is the case, please share the information about training with him/her [\(click here to return\)](#).

During this training:

- we will outline a didactical framework for thesis and internship supervision.
- you as the supervisor will be the centre of the exercises. What do you bring to the table? What do you still want to develop?
- we will look at what your students need from you as a supervisor and what their programme requires.

Participation is free of charge. For more information: [Training Thesis and internship supervision | Radboud University \(ru.nl\)](#). To find a dates and subscribe click 'See the list of planned courses'