

Internship supervisor guidelines and requirements

Bachelor Biomedical Sciences, Radboud University

We are pleased that you are willing to fulfil the role of internship supervisor for a Biomedical Sciences (BMS) 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 read what we expect from internship supervisors. You can save this document or link to this information so that you can look up the information again whenever necessary.

Definitions:

- **Bachelor Research Internship:**

Students of the Bachelor's programme of Biomedical Sciences end their Bachelor's programme (end of the third year) with a research internship. The duration of the internship is 20 weeks. The internship plan should be agreed upon in the internship application (see below). During the internship, students work full time, except for a few days when they follow the scientific writing course during a part of the day (see below).

- **Internship supervisor:**

The internship supervisor is a senior scientist or postdoc. He/she 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). 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.

- **Daily supervisor:**

The daily supervision of an internship may be done by someone else than the internship supervisor, for example a PhD candidate.

- **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.

Link to the internship plan form: [Aanmeldings--formulieren Osiris case - Radboudumc](#)

- **Internship report:**

One of the endproducts of a Bachelor research internship is a report with the structure of a scientific article, written in English. Additional work may be described in appendices. Further details about the criteria for the end products can be derived from the internship assessment forms (see below) and the 'guide BSc internships' for students which includes a format in one of the appendices (see 'more information' below). 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 of the report 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.

- **Course on Scientific writing:**

The internship students participate in a course 'Bachelor Writing' on English scientific writing. This course is followed on a few partial days next to the internship and is given by an English science language teacher. The course includes homework assignments.

- **Learning objectives:**

The learning objectives of Bachelor research internships can be found in the study guide:

[Bachelorstage - Studiegids 2022 Faculteit der Medische Wetenschappen \(ru.nl\)](#) and 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.

- **Patient involvement:**

In biomedical research, patient and/or stakeholder involvement and the societal impact of a project are becoming increasingly important and form an essential part of most grant applications. Therefore, involving a patient or stakeholder and making the research understandable for people outside the field of (bio)medical science is part of the internship. The student is required to involve a suitable patient/stakeholder in the study to collect feedback on the research idea in the light of societal impact.

The student can find further information and a roadmap in Appendix F of the 'guide internships'. If the student needs specific help regarding patient/stakeholder involvement, he/she is requested to contact the Postbus Student Meets Patient (studentmeetspatient@radboudumc.nl).

- **Biostatistics**

Supervisors can expect statistics at Bachelor level from students, but not at the level that may be required for a scientific article. 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).

Supervision requirements:

- **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.

- **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 feedback session:**

The student and supervisor(s) have to arrange a midterm feedback session. Supervisors/students of internships in the regular time period (Feb-June) will be reminded through email about this halfway the internship. A form (guideline) for the mid-term feedback session is available for students on the Brightspace course of the Bachelor Research internship (Brightspace is the digital learning environment of the Radboud University). The formal supervisor and daily supervisor (if applicable) should both contribute to the mid-term evaluation.

- **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.

- **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.

Supervision training

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.

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'

Assessment:

- 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
- A second assessor will be appointed to the internship by the Bachelor internship examiner (see below). The second assessor is a supervisor of another Bachelor internship in a field relevant to the internship subject and is working in the Radboudumc.
- 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 the Bachelor research internships can be found here: <https://www.radboudumc.nl/onderwijs/scholingen/bachelor-biomedische-wetenschappen/voor-alle-studenten-van-de-bachelor/stageplan-en-beoordelingsformulier/beoordelingsformulieren-stages-osiris-case>
- It is desirable to discuss the completed form with the student which will enable the student to learn from the feedback.

More information:

- More information on the bachelor's programme of Biomedical Sciences: <https://www.ru.nl/opleidingen/bachelor/biomedische-wetenschappen/>
- More information about the internships can be found in the 'guide BSc internships' which is available for all Bachelor internship students on Brightspace.

Contact information:

- General issues, internship content and assessment criteria/assessment forms: Merel.Adjobo-Hermans@radboudumc.nl (examiner Bachelor Research internships/chair Research committee Bachelor Biomedical Sciences)
- Assessment in Osiris case (technical support): osiriscasesupport.rha@radboudumc.nl

- Bachelor Biomedical Sciences programme: Jos.Schepens@radboudumc.nl (study advisor), David.Drijkoningen@radboudumc.nl (coordinator Biomedical Sciences)