



Universiteit
Leiden
Institute of
Political Science

INTERNSHIP MANUAL

University Leiden – BSc Political Science

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1. Purpose of the internship

The purpose of an internship is to learn how to apply knowledge and skills acquired during the first two years of the study, as well as to gain additional skills and working experience in the (broader) field of Political Science, in a practical matter. By doing an internship, students gain insights into how academia compares to practice and it helps them to reflect on their further academic and professional development trajectory.

2. Types of internships

There are two types of internships:

Research internships for ECTS: In the third year of the Bachelor's of Political Science, you have the opportunity to do an internship in the Netherlands, or abroad, for 15 ECTS as part of the elective space. To obtain ECTS for the internship, it should contain a clear research component and be approved by the Board of Examiners as a research internship. Internship activities can be performed at a public, semi-public or private organisation. A student may for instance execute research for an NGO or government department or join an external research group (not affiliated to or part of Leiden University). While other activities may be performed during the internship, conducting data collecting in order to write a research paper should be at the core of the internship for it is the research paper that will be evaluated and graded by the academic supervisor.

Regular internships without ECTS: You can also choose to do an extracurricular internship without a research component in your own time, for which you do not receive credits and no guidance or supervision from the Institute of Political Science will be provided. Internship agreements for this type of internship are set up solely between the student and the internship organisation, the Institute is not involved and is not a party to these agreements.

The information in this manual applies to **research internships for ECTS**.

3. Conditions internship for credits

Certain conditions are set for a research internship to obtain study credits, namely:

1. You must have passed the propaedeutic phase and obtained at least 40 ECTS from the second year, including Research Methods in Political Science and the academic skills courses, before you can qualify to do an internship for ECTS.
2. The work during the internship should always relate to the Bachelor of Political Science. It is your individual responsibility, in consultation with the internship organisation, to assure that your tasks and daily activities at the internship organisation are sufficiently related to Political Science and contain a clear research component.
3. The core activities during the internship should be of academic work and thinking level.
4. Your internship proposal must be approved beforehand by the Board of Examiners (see the procedure below) and submitted at the latest six weeks before the internship starts.
5. All required internship documents (as described on pages 4 and 5) must be submitted in time and approved before the internship starts.
6. The internship must be equal to 15 ECs, which stands for 420 hours. These hours include participation at your internship organisation, the write-up of your research paper, internship report, and meetings

with your supervisors. Both full-time and part-time internships are possible, as long as the condition for the required hours of work for 15 ECs is met.

7. A grade can only be awarded if:
 - you meet the agreed number of hours as determined in the internship proposal;
 - the components of the research internship package are all found to be sufficient and;
 - there is no premature termination of the internship.
8. For internships abroad, registration in the Usis Study Abroad portal of Leiden University is required, at least two weeks before departure. Based on a safety check of the proposed location for an internship abroad, permission may be granted or denied by the University to travel to the foreseen destination.

4. Components of the Research Internship Package

Your internship package consists of three components.

- **Part A** is an academic research paper about a political science-related research topic present in your internship organisation.
- **Part B** is the internship process report, a reflection paper on your ambitions and experiences in terms of professional development at the workplace.
- **Part C** is a review of your internship activities by the practical supervisor at your host organisation.

Together they form the complete research internship package of which the final version must be submitted two weeks after finishing the internship at the latest to the internal supervisor and the internship coordinator through the Brightspace course page and e-mail (internshipsps@fsw.leidenuniv.nl).

Part A: Academic research paper

During your internship, you will conduct academic research. In years one and two of the bachelor's programme you have familiarized yourself with several political science-related matters as well as various theoretical lenses. You have also been trained in academic writing, meaning you are experienced in reflecting on study-related topics through particular theoretical perspectives. You are being asked to put your knowledge and skills into practice during your internship.

Your academic research paper consists of the following seven steps. These steps are also the key criteria by which your academic supervisor will evaluate your research paper (see appendix 4: Assessment Instructions Academic Supervisor).

1. **Introduction to your research topic and organisation.** Which topic in the field of political science will be studied? Explain how this is an academic challenge. Describe also how your internship at the internship organisation allowed you to study this topic.
2. **Research question.** Which phenomenon do you want to explain? Why is understanding and explaining this phenomenon of theoretical and practical significance? Make sure the question is relevant for your internship organisation as well as interesting to you. You should be able to answer it in your period as an intern. This usually works best when information and/or data needed to answer your research question is already available in the organisation.

3. **Theoretical framework.** Select a theory that will help you in answering your research question, explain your choice. You can go back to course materials of courses of years 1 and 2 to find possibly relevant theories. Limit your scope to one theoretical lens to answer your research question. Explain the literature on this theory in relation to your research topic briefly.
4. **Methodology and Analysis.** Confront theory and practice. Explain practical dynamics by applying your theoretical lens. How can we understand your political science-related research topic by looking at it through your theoretical lens? What do we see in terms of causes, solutions, impact, strategy, or whatever else your research question focuses on?
5. **Conclusion.** Answer your research question based on your preceding academic reflection.
6. **References and bibliography.** Make sure you give full credit to the academic authors whose ideas and theories you are using by applying a correct and consistent citation style throughout your paper and reference list.
7. **Readability and presentation.** Spelling and grammar are in order. The writing style is clear (objectifying and systematic but clear and lively). The research paper is clearly structured: the problem statement and sub-questions help structure the argument. The research paper has the correct length and care has been taken with the layout.

We advise you to start working on your research paper right from the start of your internship. Make appointments with your supervisor at the host organisation and colleagues to discuss your research plans, collect your information and discuss/present research findings.

Part A of the Research Internship Package should be at least 15 pages A4 (minimum 7500 words) long, excluding bibliography and references.

Part B: Internship Process Report: Personal reflection

During your internship, you will be part of a professional organisation. This experience is meant to provide you with valuable insights into the work field and will help you develop your professional skills. You will be asked to write a reflection paper to monitor your learning experience as an intern and log your professional development. The personal reflection should be between 2-5 pages.

- Make use of a ‘SWOT’ analysis (Strengths, Weaknesses, Opportunities, Threats) to examine your strengths and weaknesses.
- Explain two key insights on working in a professional environment you gained.
- Provide a brief review of working in the organisation. How would you describe the organisational culture? What skills and knowledge are needed to succeed in this organisation? Would you see yourself working here, why/why not?
- Reflect on your personal development goals. To what extent and how were you able to meet your ambitions?
- Reflect on to what extent and how this internship has provided you with a learning experience in terms of professional development.

Example questions for SWOT

The SWOT analysis is structured in a table. The following questions may help you to fill in the SWOT analysis:

Strengths

- + What skills and positive personal characteristics do I have? (e.g. strong work ethic, ability to work under pressure, creativity)
- + What specialized professional knowledge do I have?

Weaknesses

- What do I find difficult at work?
- What skills should I improve? (e.g. social, communication, management)

Opportunities

- + What can I offer my colleagues with my set of skills?
- + What knowledge can I gain during my internship?
- + What skills can I train at my internship?

Threats

- What potential obstacles are in my way to a successful internship?
- What constraints am I facing in my professional/personal life?

Part C: Review by practical supervisor at the host organisation.

Your practical supervisor will be asked to fill in **the assessment form practical supervisor** (see appendix 2), and e-mail that form to the internship coordinator (internshipsps@fsw.leidenuniv.nl) no later than 2 weeks after the internship has finished.

Subsequently, the internship coordinator will assess **Part B and Part C** on a pass/fail basis. Although both elements need to be assessed with a pass for the student to get ECTS, they are not part of the assessment by the academic supervisor, who will **solely assess part A** and who will base the grade exclusively on the internship research paper.

5. Procedure and reporting requirements

Before the internship

- You are responsible for finding an internship yourself. Please keep the internship conditions in mind while looking for an internship organisation.
- Once you have found an internship and you have an idea about a research topic related to the organisation and its thematical work focus, the Internship coordinator shall appoint an academic supervisor from the Institute of Political Science.
- You write an **internship plan including a research proposal** (see the format in appendix 1) in consultation with your practical and academic supervisors. The signed internship plan has to be submitted to the internship coordinator at the latest six weeks before the internship starts.
- The internship coordinator verifies based on the internship proposal whether the required conditions for the research internship (as described on pages 3 and 4) are met. The Board of Examiners gives the

official approval for the internship proposal and decides whether ECTS can be provided for the internship. Four signatures are required on the research internship plan to be valid: from the student, practical supervisor, academic supervisor from the Institute of Political Science, and the Board of Examiners. After approval of the plan, incl research proposal, submit the signed plan on the course Brightspace page.

- In case of **no approval**, the internship coordinator provides one-off feedback on mandatory changes, based on the input received from the Board of Examiners and academic supervisor. The proposal has to be approved two weeks before the start of the internship at the latest.
- Once the internship plan is approved, the internship coordinator will send you an **internship agreement** that both you and your practical supervisor need to sign. Return the internship agreement, signed by the host organisation and yourself, to the internship coordinator (internshipsps@fsw.leidenuniv.nl) one week before the start of the internship at the latest. You are allowed to start your internship only after the internship coordinator has also signed the internship agreement.

During the internship

- During the internship, contact between you and the academic supervisor from Political Science takes place as needed, to discuss your experiences and challenges with professional development. It can be through e-mail, face-to-face meetings and/or digital meetings via tools such as Microsoft Teams.
- You start with developing your draft research paper. The academic supervisor shall provide feedback on the draft paper upon request by the student and provided that there is sufficient time for the supervisor to offer feedback (at least one week before the final deadline).

End of the internship

Hand in **part A and B** of the **Research Internship Package** to the internship coordinator through Turnitin on the course Brightspace page two weeks after finishing the internship at the latest.

- The academic supervisor from Political Science grades **part A**: The Academic research paper based on the “Assessment form for academic supervisor Political Science” (see appendix 3).
- The internship coordinator evaluates **part B**: Internship process report – on a pass/fail basis.
- The practical supervisor is asked to fill in **part C of the internship package**, the “Review by practical supervisor at host organisation” (see appendix 2), and send it to the internship coordinator at the latest two weeks after the internship has finished, by e-mail (internshipsps@fsw.leidenuniv.nl)
- The Internship coordinator may contact the practical supervisor to discuss the filled-in assessment form.
- To obtain ECTS, the academic research paper should be awarded a ‘satisfactory’ grade and Part B and C should be evaluated with a pass. If one of the components or an individual criterion in the assessment form is marked as ‘very unsatisfactory’, the final mark for the researchh internship cannot be marked ‘satisfactory’.

Assessment and grading

Grading takes place based on the elements mentioned in the form called “Internship assessment form for academic supervisor Political Science” (see appendix 3). The assessment received from the practical supervisor at the internship organisation through the form “Review by practical supervisor at host organisation” (see appendix 2) is part of the total assessment, but will not be taken into account when the academic supervisor determines the final grade.

6. Tasks and responsibilities

Student

Spends	420 hours in total on internship activities, incl writing the research paper, the internship report and contact with supervisors.
Submits	An internship plan internship agreement before the start of the internship and registers in the Usis Study Abroad portal in case of an internship abroad.
Submits	A research paper and an internship report to the academic supervisor and internships coordinator after the internship and respects deadlines for drafts and the final paper.
Note: as a representative of the Political Science programme, you are expected to behave professionally during your internship.	

Internship coordinator

Verifies	Whether the conditions for doing a research internship are met
Signs	The research proposal and internship agreement
Submits	The proposal for approval to the Board of Examiners
Communicates	The feedback of the Board of Examiners to the student
Ensures	That all deadlines in the process are respected and the required documents are properly uploaded on Brightspace and verified and assessed by the required persons
Contacts	The practical supervisor after the internship to receive feedback on the internship from the viewpoint of the internship organisation and discuss the filled in assessment form
Facilitates	In finding a solution in case progress or cooperation between the student, practical supervisor and/or internship supervisor stagnates during the internship period

Academic supervisor of The Institute of Political Science

Signs	The research internship proposal to confirm he/she is able to supervise the student for the proposed internship.
Maintains	Contact with the student during the internship per need.
Gives	Feedback on the full draft if the student asks for it - one week before the final submission deadline at the latest.

Assess	The research paper – submitted at the Brightspace course
Submits	The grading form to the Internship Coordinator within 15 working days after receiving the research paper.
Note: A check for plagiarism through Turnitin will be part of the assessment.	

Practical supervisor

Is responsible	For the (daily) practical supervision of the student
Co-designs	The internship proposal together with the student, taking into account the conditions of the research internship (see pages 3 and 4).
Complices	With the agreement as laid down in the internship proposal
Consults	With the student and internship coordinator when major changes to the internship proposal are being proposed
Facilitates	The student in writing his/her research paper and provides access to information needed to conduct research.
Completes	The assessment form (see Appendix 2) at the end of the internship
Sends	The filled-in assessment form to the internship coordinator (internshipsps@fsw.leidenuniv.nl , no later than <u>two weeks</u> after the internship has finished
Provides	Feedback on the internship upon request by the internship coordinator after the internship has been finalised.

7. Premature termination internship and resit

Premature termination of the internship

If, during the internship it appears that some of the conditions are not being met by the internship organisation or the student; if student participation in the internship is insufficient; if the supervision is insufficient; in case any party involved misbehaves; or if the internship assignment and/or internship process does not proceed as agreed upon, it may happen that the internship must be terminated prematurely. If serious problems arise or are to be expected, we encourage all parties involved to report them well before the end of the internship. Problems should be identified and discussed as early as possible. Termination of the internship is only possible after mutual consultation with the practical supervisor, the internship supervisor, and the student.

Resit

If all requirements for completing the internship have been met, but the research paper has been graded with a failing grade, the student has one opportunity to take a resit for the research paper. There will not be additional supervision after the final deadline of the first take. The student should improve the research paper based on written comments by the academic supervisor on the first attempt. Please keep in mind that the other aspects cannot be compensated. This implies that it is not possible to compensate the evaluation by the practical supervisor, nor retake the internship itself.

APPENDIX 1: Research internship plan form



RESEARCH INTERNSHIP PLAN

1. Student Details

Name:
Phone:
Student ID:
Email:

2. Supervisor Internship Organisation

Name:
Position:
Organisation/Company:
Department:
Address:
Postal code & City:
Country:
Phone:
Email:

3. Planning internship:

- From: To:
- Hours per week:
- Date of final submission
of research paper: *(no later than 2 weeks after
the end of the internship)*

4. *Description Internship Organisation:*

5. *Tasks and responsibilities during the internship:*

6. *Relevance internship to the BSc Political Science:*

7. *Relevance internship to your career plans:*

8. *Study plan during the internship:*

Additional courses:

EC:

9. *Research Proposal*

The academic research paper will be graded by the Academic Supervisor through an evaluation form which is included in the Internship manual. This research proposal (1000 – 1500 words) will function as the basis of your research paper.

- **Research Motivation**

Explain what you want to research and why

- **Literature Review:**

What has been written on the subject? Which gap in the literature does your research fill, how does it connect to a specific concept or theory, and what overall new insights do you expect it will present?

- **Research Question**

Formulate a clear and scientifically analysable research question

- **Research Methodology:**

Explain which theoretical lens you will adopt and why, which information and/or empirical data is needed for your reflection and what research methodology you will use.

10. Signatures for approval:

<p>Prerequisites Research Internships</p> <p>By signing this internship plan, you confirm that you:</p> <ul style="list-style-type: none"> - have passed the propaedeutic phase and obtained at least 40 ECTS from the second year, including the research methods courses and academic skills. - Have informed your practical supervisor that you will be conducting academic research during the internship hours. 	
<p>Intern</p>	<p>Name:</p> <p>Date:</p> <p>Signature:</p>

<p>Expected responsibilities and duties of the practical supervisor:</p> <ul style="list-style-type: none"> ○ The practical supervisor is an employee at the internship organisation and is responsible for the daily supervision of the student. ○ Gives practical guidance to the student in his/her responsibilities during the internship. ○ Assurance and compliance with the agreements as laid down in the research internship plan. Major changes are only possible after consultation with the student and internship coordinator. ○ Facilitates academic research and provides access to information needed to write the research paper. ○ Completes the assessment form (see appendix 2) at the end of the internship. 	
<p>Practical Supervisor</p>	<p>Name:</p> <p>Date:</p> <p>Signature:</p>

<p>Expected responsibilities and duties of the academic supervisor:</p> <ul style="list-style-type: none"> ○ The academic supervisor is a lecturer at the Institute of Political Science at Leiden University. ○ Signs the research internship plan to confirm he/she is able to supervise the student for the proposed research. ○ Maintains contact with the student during the internship per need. ○ Is available as required to provide explanation and guidance for the research paper. 	
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<ul style="list-style-type: none"> ○ Gives feedback on the full draft if the student asks for it and submits the draft one week before the final submission deadline at the latest. ○ Will assess and grade the research report via the evaluation form. 	
Academic supervisor	Name: Date: Signature:

The student is responsible for collecting the signature of the practical and academic supervisor. Once the first 3 signatures have been collected, the student needs to send this research internship plan to the internship coordinator who will forward the plan to the Board of Examiners. Please e-mail the approved plan, including the research proposal, at least 6 weeks before the start of your internship to the Internships coordinator of the Institute of Political Science at internshipsps@fsw.leidenuniv.nl

Board of Examiners	Name: Date: Signature:
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APPENDIX 2: Review by practical supervisor at the host organisations

Evaluation by practical supervisor

Form to assess the intern, to be completed (digitally) and submitted to the Internship Coordinator

(internshipsps@fsw.leidenuniv.nl) no later than 2 weeks after the internship has been completed.

Internship organisation

Name supervisor :

Position/department :

Address :

Phone number :

E-mail address :

Name intern :

Internship period :-.....-.... (dd/mm/yyyy) until-.....-.... (dd/mm/yyyy)

Evaluated aspects

excellent good sufficient moderate inadequate not applicable

1. Internship result

Quality of work produced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of acquired knowledge of organisation and internship topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Internship process

Planning and organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently and demonstrating initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discipline and commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and ingenuity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Social-communicative aspects

Cooperation with supervisors and colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receptiveness to and implementation of feedback from supervisors/colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appropriate social-communication at work and in meeting situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Internship assignment

Has your organisation benefited from the work of the student?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, could you specify in what ways?	yes	no
Has the intern demonstrated personal and/or professional progress.	<input type="checkbox"/>	<input type="checkbox"/>
If yes, in what areas / what skills?	yes	no
Has the student in your view succeeded in his/her internship assignment?	<input type="checkbox"/>	<input type="checkbox"/>
If not, could you specify why not?	yes	no
Are you willing and able to offer, in the future, an internship to other students in Political Science at Leiden University?	<input type="checkbox"/>	<input type="checkbox"/>
If not, could you explain this decision?	yes	no

Other remarks:

5. Signature

Signature practical supervisor:

Date (dd-mm-yyyy):

APPENDIX 3: Academic research paper assessment form Academic Supervisor

Name of student	
Student ID	
Internship organisation	
Name of academic supervisor	
Title Internship research report	

The final assessment of the internship research paper is based on an assessment of all the criteria. If an individual criterion is marked as 'very unsatisfactory', the final mark for the report cannot be 'satisfactory'. Please tick the appropriate mark. The academic supervisor should supplement the respective marks with an explanation in the text boxes. Please note that Research Internships cannot be awarded the grade 5.5. Once filled in, the assessment form should be signed and send (in a PDF format) to the internship coordinator at internshipsps@fsw.leidenuniv.nl

<i>Criteria:</i>	<i>Grades:</i>	Very Unsatisfactory (1-4)	Unsatisfactory (5)	Satisfactory (6)	Very satisfactory (7)	Good (8)	Excellent (9-10)
Part A: Academic reflections							
1. Introduction to the research topic and internship organisation							
2. Research Question							
3. Theoretical Framework							
4. Methodology and Analysis							
5. Conclusion							
6. References and bibliography							

Criteria:	Grades:	Very Unsatisfactory	Unsatisfactory	Satisfactory	Very satisfactory	Good	Excellent
		(1-4)	(5)	(6)	(7)	(8)	(9-10)
7. Readability and presentation							

Part B and C: to be filled in by the Internship Coordinator				
Part B: Progress Report	Fail	<input type="checkbox"/>	Pass	<input type="checkbox"/>
Part C: Review by Practical Supervisor	Fail	<input type="checkbox"/>	Pass	<input type="checkbox"/>

Grading	
Final Grade	
Explanatory remark	
<p>Grading indication All criteria should at least be satisfactory, furthermore, the following indication should be used when grading the student:</p> <p>1 - 5 insufficient 6 - 6.5 sufficient 7 - 7.5 good 8 - 8.5 very good 9 - 10 excellent</p> <p>Please note that Research Internships cannot be awarded the grade 5.5</p>	

Academic Supervisor	
Name	
Signature	
Date	

APPENDIX 4: Assessment instructions academic supervisor

- The Academic Research Paper (part A of the Research Internship package) is assessed by the academic supervisor of the intern.
- Various criteria are used to assess this paper. For each criterion, the academic supervisor expresses his verdict on the quality of the report in the form of a **numerical mark**. The academic supervisor supplements the mark with a **written explanation**.
- Part B and Part C are evaluated by the **Internship Coordinator** on a pass/fail basis.
- Final grades are given on a numerical scale ranging from 1 to 10 in half-grade increments (0,5), with the exception of the grade 5,5 which cannot be given as a final grade.
- After the academic supervisor has assessed the report, and has given the report the final grade, he or she needs to fill out the assessment form and send it to the Internship Coordinator who will send the form to the OSC for processing and archiving.
- **The academic supervisor sends the student:**
 - a signed copy of the assessment form filled out by the supervisor.

Criterion	Guidelines for a good evaluation (mark 8). This serves only as an indication.
1. Introduction	<ul style="list-style-type: none"> • The student has convincingly demonstrated that the research topic addresses an academic challenge and how the internship at the internship organisation contributes to a better understanding of this challenge.
2. Research question	<ul style="list-style-type: none"> • The thesis is embedded in a wider societal framework. • The theoretical and practical significance of the thesis is clearly formulated. • The problem statement is clear and concise.
3. Theoretical framework	<ul style="list-style-type: none"> • A scientific theory and its most prominent research findings on the research topic is presented in a precise and comprehensible fashion. • The discussion of the literature guides the student's choice of research approach/theory/hypotheses for investigating the research question. • Key terms and concepts are defined adequately, used consistently, and, when necessary, operationalized to a sufficient degree.
4. Methodology and Analysis	<ul style="list-style-type: none"> • The research design (content analysis, case study, experiment, survey, etc.) is clear. The choice of research material is appropriate for the research question. • The operationalisation/further description of theoretical terms is sufficient to apply these to the research material. • Research aspects are accorded sufficient attention. • The research material is described succinctly in the given key terms/concepts. • The research method is applied adequately to answer the research question. • The results are systematically described, if necessary by explaining results presented in tables and figures. If the research tests hypotheses, it is made clear whether these hypotheses can be maintained. If the research is exploratory, it is made clear how provisional ideas have been refined. If the research involves literature study, the final verdict on the central hypothesis in the studies that have been researched is made clear.
5. Conclusion	<ul style="list-style-type: none"> • The student answers the research question on the basis of the preceding academic reflection and states which research results were crucial and why. • The student reflects critically on the strengths and weaknesses of the research, also by considering the results of other researchers. • The student makes recommendations for further research.

6. References and bibliography	<ul style="list-style-type: none"> • There is a clear difference between facts observed by others, the assumptions and views of others, the student's own observations and the student's own opinions. The student has not committed plagiarism or fraud. • A standard citation style is correctly and consistently used (generally APA, but in some instances another style may be used). • The bibliography is complete and formatted according to the APA guidelines or another academic referencing style.
7. Readability and presentation	<ul style="list-style-type: none"> • Spelling and grammar are in order. The writing style is clear (objectifying and systematic but clear and lively). • The research report is clearly structured: the problem statement and sub-questions help structure the argument. The research report has the correct length and care has been taken with the layout.