

# Internship manual for students



**Mechanical Engineering MSc**  
202000250 (15 EC)

**Sustainable Energy Technology MSc**  
195799152 (15 EC)

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## What is the internship?

During the second year of the master programme Mechanical Engineering and Sustainable Energy Technology, you perform an internship (15 EC) in industry or at a research institute. The main goal of the internship is to put acquired knowledge and skills into practice in a real professional engineering or research environment. You can participate in research, design, development and/or production activities. During this internship you work independently (often as member in a team) on a real assignment in an unknown environment with people you do not know. After the internship you submit a report containing a content-related report of the internship and a reflection on learning experiences gained during the internship.

At the end of the internship, you are able to:

1. Draw up your own learning goals for the internship period in a SMART way related to the scientific knowledge and skills of the ME/SET discipline (see appendix 1).
2. Work on a mechanical engineering or sustainable energy technology problem or task in a professional manner and as part of a team of engineers in a corporate environment.
3. Behave professionally in the work situation, whereby professional behaviour is characterized by precision and a quality-conscious method of working, punctuality in relation to keeping to agreements, coping adequately with feedback, collegiality and appropriate social behaviour, using forms of communication and language appropriate to the situation and where necessary adjusting your own behaviour.
4. Apply the appropriate knowledge and skills you acquired during your MSc programme, as well as identify and acquire new knowledge and skills necessary for this problem or task.
5. Deal with problems and limitations of professional practice that do not occur in the academic environment of the university.
6. Report effectively, in a business-like manner, matching the clients' needs.
7. Make an accurate planning/setup a timeline for a limited time period.
8. Work out a problem solution based on available input data and communicate with the client to fill the gaps in case of insufficient information.
9. Reflect on learning experiences undergone during the internship and formulate consequences for future actions and further professionalization.

# Requirements to start with the internship

## Duration and EC

The amount of EC you obtain by passing your internship is 15 EC, this means that the minimal duration of your assignment is 10,5 weeks based on a 40-hour work week (1 EC = 28 hours, 15x28 = 420 hours). You can extend the duration when needed, but 15 EC is the maximal amount that is awarded for the internship. You are free to start at any moment and not bound to the beginning of months or quartiles.

## Entry requirements

You will most likely start your internship at the beginning of the second year of your master's programme. The following is required before you can start your internship:

- You must have finished at least 40 EC of your master's programme.
- Please make sure that you have handed in your study programme so that your progress can be checked in Osiris. Without a study programme the Internship Office will not be able to approve the start of your internship.
- An internship plan (proposal form), approved with signature by your specialization coordinator or UT supervisor (SET) uploaded in Mobility Online

**IMPORTANT:** In case you don't meet the requirements above but have started your internship anyway, your grade will not be registered. The programme coordinator and study advisor will get notified, and you will have to start another internship.

Some additional things

- Taking courses and doing a full-time internship cannot be combined. Please bear this in mind when planning your programme.
- In case you do want to start with the internship but don't meet the requirements you will need to file an official request via the ME/SET Examination Board.

# Before the start of the internship

## Registration in Mobility Online

Before anything else, start the procedure by making an internship registration in [Mobility Online](#). Don't wait with this until you have secured an internship assignment as you require approval before you start with your internship. The intended start- and end date and other details can be changed later on, once you know the definitive internship duration.

# How to find an internship

You are required to find an internship yourself, the responsibility of arranging your assignment lies with you. That means you need to search and contact companies yourself, apply for interesting vacancies, arrange the interview and handle the necessary paperwork. It is important that you start thinking about the subject of your internship and if you want to execute your internship in the Netherlands or abroad. Do this preferably twelve months prior to the intended start of an internship abroad and six months prior to an internship within the Netherlands. If you want to go abroad, keep in mind you have to contact the embassy and check/arrange for potential visa and work permits etc. yourself. The procedure is the same whether you stay in the Netherlands or go abroad.

## Steps you need to take

1. Search via internet or on the Internship CANVAS page for a suitable company/university/research institute. Other ways to find an internship is asking your network of friends, fellow students, teachers, visit events like the [Business Days Twente](#), lunch lectures of Isaac Newton. [The Twente portal](#) also has a place for internships in the region
2. Write an application letter (with resume) and send it by email to the company. It's not uncommon to send out 20 application letters, don't forget to follow up on them when you don't receive an answer.
3. Discuss within the company what your assignment will be and the tasks you will carry out. Your assignment has to fulfil a need of the organization providing the internship. It also has to provide a

solution to a problem fitting to mechanical engineering/sustainable energy technology. In case you have questions if your assignment is suitable, please, contact your specialization coordinator or the UT supervisor.

4. How do you find a supervisor?
  - a) **ME**: either consult your specialization coordinator and discuss the assignment and who could be your supervisor, or contact a suitable supervisor yourself, and discuss the assignment.
  - b) **SET**: find a UT supervisor yourself. This can be for example a teacher you met during a course on the topic of your assignment, or an UT employee specializing in the topic of your internship assignment.

### Some tips

Finding an internship takes time and effort, below there are some tips:

- Make sure your letter and CV are up to date and up to level. If you're not sure on the quality of them, the [career services of the UT](#) are happy to help checking.
- Being persistent will pay off. So, when you don't receive an answer on an application, call the company to inquire about the status.
- People generally like to talk about their jobs. You can make an appointment at a company you're interested in and talk about what they do and let them show you around. This can make you stand out in the crowd and there is a possibility for them to contact you when there positions open for internships.
- You don't have to stay in the field of your specialization. Just make sure you discuss the assignment with your specialization coordinator to see if it meets the academic level and other objectives of the internship

## Registration in Mobility Online

1. When you have found a suitable internship, you need to fill in the proposal form in Mobility Online. First field on this form is the name of your UT supervisor.  
**ME**: either consult your specialization coordinator and discuss the assignment and who could be your supervisor, or contact a suitable supervisor yourself, and discuss the assignment.  
**SET**: find a UT supervisor yourself. This can be for example a teacher you met during a course on the topic of your assignment, or an UT employee specializing in the topic of your internship assignment.
2. Choose the academic year in which you will start your internship (that can be different from the academic year that you are currently enrolled in).
3. Fill in the Osiris course code of the Master ME or SET internship:  
Mechanical Engineering – **202000250**  
Sustainable Energy Technology – **195799152**
4. The proposal form also contains your plan for the internship where you write down your motives and learning goals of the internship.

Next to that you'll come across the following headings:

#### **Title of the assignment**

*Describe the title of the assignment (this can still be changed if you don't know the title yet).*

#### **Description of the assignment**

*Give a short description of your internship assignment: what are you going to do, describe the company/institute providing the internship and why you are going to do this, what are your motives? You also describe your internship activities with a focus on the technical/scientific content of the assignment.*

#### **Additional remarks on the proposal form**

*Describe your SMART formulated personal learning goals and/or the Mechanical Engineering/Sustainable Energy Technology learning goals (at least 3) and give some information about the planning and agreements on supervision and submission dates if available. See appendix 2 for more information.*

5. Sign the proposal form yourself and then let your specialization coordinator or UT supervisor sign the proposal form.
6. Upload the fully signed proposal form in Mobility Online.
7. Once you have completed all the steps above you will receive a confirmation by email when your proposal form has been approved by the Internship Office.
8. In case you need to make changes in Mobility Online, adjust your registration and don't make a second registration. If you don't manage, contact the Internship Office. For further access in Mobility Online you have to use the **LOGIN button** and login here: [Mobility Online](#).
9. Make sure there is a contract between the organization where you will do your internship and yourself.

In case you do an assignment abroad you will get additional questions in Mobility Online

10. If you are eligible for a scholarship, you will receive approval from the International Office through the Mobility Online system.
11. Complete all the forms concerning the scholarship application (before you leave) in case you are qualified for a scholarship.

## Agreements and confidentiality

### Internship agreement

If you have accepted an internship position with an external organization, make sure you register all formalities with regards to the internship in an internship agreement before the start of your internship.

### Assignment agreement

When doing an internship with an external organisation some formalities may require signed agreements such as a contract. **Only the UNL contract is accepted by the UT**, the contract can be found [here](#). This format is a three-party agreement in which the representative of the host organisation, the managing director of the University of Twente and you sign for the part which you are responsible for. The signed UNL contract, by you and the company, should be handed to Astrid Oppers-van den Berg ([a.j.vandenberg@utwente.nl](mailto:a.j.vandenberg@utwente.nl)). She will send the contract to the managing director for the ET faculty and will make sure that you receive the signed contract. You will receive a signed copy of the agreement by e-mail as soon as possible. It's your responsibility to share the signed agreement with your internship organization and with your UT supervisor if required. Your UT supervisor is not allowed to sign this agreement!

### Confidentiality

While working on your project, you might receive confidential information. In all cases, you are expected to deal with this information carefully. Specifically, keep in mind that you are not to discuss confidential information with fellow students, relatives etc.; do not leave laptops unattended and ensure that USB sticks with confidential information on them are not shared. If you are using software, make sure all software is used on a legal license. Software such as for example MATLAB or EES cannot be used with a University of Twente license for company related activities. Early agreement on confidentiality with your supervisor and/or your host organisation is essential to avoid conflicts at a later stage.

### Non-disclosure agreements

The use of confidentiality (or: Non-Disclosure) agreements should be avoided as much as possible. However, **if an external organisation insists on having a confidentiality agreement, only the clause in the UNL contract can be used**. In some cases, companies have substantial objections against publication of the results. In these situations, the report may be treated as confidential for a period as mentioned in the UNL contract. Full and permanent non-disclosure/confidentiality of your project is only acceptable in very extreme cases because in case of study-programme accreditation the report needs to be available to the accreditation committee.

### Company requires the use of their own contract

These contracts need to be checked individually by our legal department. This procedure is time-consuming, and we cannot guarantee that these contracts will be signed. This may cause a delay in your graduation preparations or could even mean that you need to change your graduation assignment. That is why we urge you to only use the UNL contract.

### Two-party company contracts

Sometimes the company requires a *two-party agreement*, a contract between you and the company. A signature from the UT is not necessary then. When signing a contract, please take note that we do not give any (legal) advice on the content of non-standard contracts. If you need advice, you should contact a legal aid office yourself. If you decide to use a two-party agreement know that the UT is not obliged to the made agreements between you and the company as they are not part of the agreement.

### Insurances

- The UT provides automatically a [liability insurance](#) for every student registered at a UT programme.
- It's your own responsibility to arrange an accident insurance, either by yourself or by the company's collective accident insurance

### Health care insurance for international students

- For students from outside the EU/EEA/Switzerland/treaty countries health insurance is only required if your allowance is at least the statutory minimum wage.
- When you are from the EU, EEA, Switzerland, or a treaty country<sup>1</sup> and if you receive any assignment allowance, you are required to take out Dutch basic health insurance

Please note that once your assignment is complete, you may need to adjust your health insurance and discontinue the above benefits to avoid a fine. For more information, please contact [Student Services](#)

## Internship Abroad

The most important thing for an internship abroad is taking time to arrange it. Especially when leaving the EEA (i.e. outside of the European Economic Agency) you could need a work permit, visa, financial sponsorship or other documents, and this takes extra time. Our experience is that arranging these visa and work permits can take a long time and may cause a study delay of several months. Therefore, the programme strongly advises non-EU students not to go abroad but search for an internship position within the Netherlands. If you do decide to do an internship abroad, the programme cannot be held responsible for any study delay caused by it

### Scholarship

When doing an internship abroad there are several options to get financial support. Check [here](#) if you are eligible for a scholarship. You need to have applied for the scholarship two weeks before the start of your internship at the latest), make sure to do this as soon as possible.

Note: a scholarship is only possible in case of an assignment abroad and not in your home country.

### Insurance

In case you do your internship abroad, you will automatically be insured for the travel insurance of the university (<https://www.utwente.nl/en/fin/procedure-manuals/travel-insurance/>). The commuter traffic (commute from place of residence to and from place of study) is also covered by the Travel Insurance of the University of Twente. Keep in mind it's only valid for the duration of your study-related stay abroad. You have to arrange your own travel insurance for your activities outside of working hours, there is a liability insurance provided by the university for students and trainees for which you do not have to register.

### Additional documents

If you go abroad, you will have to fill out a 'Learning agreement' and a 'Grant agreement' through Mobility Online. The Internship Office can sign them for you, send them to: [internship-me@utwente.nl](mailto:internship-me@utwente.nl)

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<sup>1</sup> Treaty countries are Bosnia and Herzegovina, Canada (excluding Quebec), Chile, India, Japan, Cape Verde, Channel Islands (Jersey, Guernsey, Alderney, Herm, Jethou), Macedonia, Isle of Man, Morocco, Montenegro, Serbia, Tunisia, Turkey, Uruguay, United Kingdom, United States, South Korea.

and you will receive a signed copy back. The same goes for 'Verklaring Onderwijs' that Dutch students sometimes need to get signed when they go abroad and would like to stop their public transport card for a while to receive an allowance instead.

## During the internship

During your internship there still are a few steps you need to be aware of

- Complete your application in Mobility Online. Fill in your 'address during the mobility' and the 'expected return date'. Please do this as soon as possible but on the first day of your assignment at the latest! Answer the question if you want to change anything in your application (Notification of changes) such as end date, return date, supervisor etc. You have to answer this question, even if there aren't any changes, so that you can complete your workflow. In case you make changes to the proposal form there is no need to upload a new signed copy. Just upload the document with the changes, without any signatures.
- Halfway the internship you need to arrange a meeting between you, the company supervisor and the UT supervisor to discuss the progress of your internship.
- In case you experience difficulties during your internship, for example if the subject of your internship assignment has suddenly been changed by the company or if you and your external supervisor do not agree on a subject, please get in touch with your UT supervisor and/or the Internship Office ([internship-me@utwente.nl](mailto:internship-me@utwente.nl)).
- A couple of weeks before the end of your internship, the Internship Office will send an e-mail to the external supervisor (with you in c.c.) with a link to an internship assessment form. The filled-out form will be sent to you and your UT supervisor (see appendix 5 for the assessment forms).

## Deliverables

Within a month after the end of your internship, submit your deliverables to your supervisor and to the Internship Office ([internship-me@utwente.nl](mailto:internship-me@utwente.nl))

For the assessment you **submit the following required deliverables, all in separate files and in PDF:**

### 1. Internship report.

Make sure that it's clear which tasks you have carried out and how these tasks reflect your use of knowledge (use the information you wrote down in the proposal form). In reporting on the project, you write an individual internship report. For the requirements, please check appendix 3

### 2. Reflection report

The individual reflection report (about 3 pages) contains at least the following components:

- Reflection on the learning goals that were proposed: Systematically describe and analyse for each learning goal at least one relevant learning moment using the STARL method (see appendix 4).
- Analysis of external internship supervisor's feedback on professional behaviour: An analysis of the feedback on functioning and professional behaviour and indicating how this correlates with your personal characteristics and development.
- The future: Formulating new SMART learning goals for further professional development. What areas do you want to focus on in the future, and/or how would you like to further develop yourself?

3. **Public summary with picture:** ½ A4 of text. This information will be published on CANVAS and shared with prospective interns. Please note that this is not a typical academic summary. The text should mention the company where you did your assignment and should describe what you did during your assignment and your personal experiences during the internship, and the accompanying picture should be related to your internship. The content you provide will be placed as is, so do not include any personal details such as your student number. Before submitting the public abstract, ensure that the content has been approved by both the company and your UT supervisor.

Next to that you need to **fill in the evaluation form student**, you can fill out the online form [here](#). The educational programme uses the results to improve the internship for future students, so your feedback is highly appreciated and valued.

## Assessment

After you have handed in the deliverables mentioned above you will get your final grade.

### **Your external supervisor gives feedback on:**

- Your internship report
- Your professional behaviour

You will receive a copy of the completed assessment form via email, which you can use for your reflection report. The assessment form completed by your external supervisor will not be used for grading.

### **Your UT supervisor assesses:**

- Your internship report
- Your reflection report

Your final internship grade will be based on both reports. The public abstract will be reviewed by your UT supervisor, but it will not be graded

The Internship Office will check the deliverables (internship report, reflection report and public abstract) for completeness and will wait to receive the assessment form from your UT supervisor. Once all documents and the assessment form have been received, the Internship Office will mark your internship as 'finished' in Mobility Online and forward your grade to the Educational Affairs Office (BOZ) for registration in Osiris. You can contact your UT supervisor for feedback on your assessment.

# Appendix 1: Checklist

## **Before the internship**

- Register in Mobility Online.
- Find an internship
- Fill in the proposal form in Mobility Online. Don't forget to formulate at least 3 learning goals.
- Let your UT supervisor or specialization coordinator sign the form and upload it in Mobility Online so the Internship Office can formally approve the internship.
- Arrange the UNL agreement between you, the company, and the UT.

## **In case you go abroad:**

- Fill in the scholarship questions in Mobility Online.
- Arrange your own travel insurance for activities outside working hours.

## **In case you stay in the Netherlands:**

- Check if there's an accident insurance included. If not, you have to arrange it yourself.

## **During the internship**

- Answer the questions about your address during mobility and answer the questions about changes in your application in Mobility Online
- In case there are changes to your proposal form, there is no need to get a new signature from your UT supervisor. Please upload the changed proposal form without any signatures.

## **After the internship**

- Submit your internship report, reflection report and public abstract to your UT supervisor and the Internship Office. In case anything is missing the Internship Office will contact you via email.
- After the assessment from your UT supervisor has been received your internship will be marked as finished in Mobility Online.

## Appendix 2: Personal Learning Goals

One of the goals of the internship is that you are able to draw up your own learning goals for the internship period in a SMART way related to the scientific knowledge and skills of the ME/SET discipline. For this you have to formulate at least 3 (personal and/or the Mechanical Engineering/Sustainable Energy Technology) learning goals and write these learning goals down in the 'Additional remarks' section on the internship proposal form. Learning goals focus your learning on specific areas and can help you maximize your time spent in the internship. Further, it is advised to discuss your learning goals with your (UT and external) supervisors to ensure that you will spend your time productively during the internship and that all parties involved are aware of the learning you are trying to achieve.

### Formulating SMART learning goals:

First start with reflecting on your practice and education so far, discover what your strengths and learning needs are. For instance, when working on a group assignment you have noticed that you find it hard to speak up and state your opinion or give your ideas. Or you have experienced that you lack knowledge on a certain area. You can use this as a starting point for formulating your SMART learning goals.

A SMART goal is:

1. **Specific.** A specific goal is detailed, focused and clearly stated. Everyone reading the goal should know exactly what you want to learn.
2. **Measurable.** A measurable goal is quantifiable, meaning you can see the results; it can be evaluated.
3. **Achievable.** A goal can be achieved based on your skill, resources and area of practice. Is the level of learning achievable during the internship?
4. **Relevant.** A relevant goal connects to your study programme and your set targets in the internship; the goal makes sense.
5. **Time-bound.** A time-bound goal has specific timelines and a deadline; when will you have it done? This will help motivate you to move toward your goal and to evaluate your progress.

You can decide on the content of the learning goals yourself. You can choose to develop yourself further on the content of one of the learning goals of the programme (taken from the EER, the Education and Exam Regulation):

1. Advanced level of knowledge within at least one sub-discipline (*Mechanics of Materials, Fluid Dynamics, Energy Technology, Control Engineering and Dynamical Systems, Design & Production*) and the ability to apply this knowledge in design and research in this area
2. Ability to design and conduct experiments, to develop models and simulations
3. Ability to identify, formulate and solve engineering problems by designing and development of innovative solutions, including evaluating the feasibility
4. Ability to integrate theory and practice from a range of sub-disciplines
5. Ability to use the techniques, skills and modern engineering tools, whenever relevant for engineering practice
6. Ability to design a system, component or process to meet desired needs, within defined boundary conditions
7. Ability to communicate effectively with professionals about their own work and its relevance and possible impact in varying contexts
8. Ability to work independently on a design or research assignment
9. Insight in the complex working of modern industrial organisations
10. Ability to decide about the first step in his/her professional career
11. Attitude and ability to maintain and improve academic and professional competence (life-long learning)

Box 1: Learning goals of Mechanical Engineering

1. is qualified to degree level within the domain of 'science engineering & technology'
2. is competent in the relevant domain-specific discipline(s), namely Sustainable Energy Technology, i.e.
  - 2.1 has a thorough understanding of at least one sub-area of Sustainable Energy Technology and is able to maintain and expand his/her expertise in this field
  - 2.2.has the necessary knowledge and skills to evaluate a broad range of energy technologies and energy systems, taking into account technological, societal, economic and sustainability aspects
  - 2.3.is able to analyse and understand the role of sustainable energy technologies in a system. Either as part of an electrical system (connection to the grid), as part of a decentralized system (like a building) or the society as a system with opportunities and barriers for the development of sustainable energy technologies
  - 2.4.is able to contribute to discussions about complex matters related to the introduction of sustainable energy
3. is able to conduct research and design independently
4. has the ability and attitude to include other disciplines in their research, where necessary
5. has a scientific approach to complex problems and ideas
6. possesses intellectual skills that enable them to reflect critically, reason and form opinions
7. has the ability to communicate the results of their learning, thinking and decision-making processes at an international level
8. is aware of the temporal and social context of science and technology (comprehension and analysis) and can integrate this context in their scientific work
9. in addition to a recognizable domain-specific profile, possesses a sufficiently broad basis to be able to work in an interdisciplinary and multidisciplinary context. In this context, multidisciplinary means being focused on other relevant disciplines needed to solve the design or research problem in question
10. has the ability and attitude to seek new potential applications, taking the social context into consideration

Box 2: Learning goals of Sustainable Energy Technology

Examples are:

At the end of this internship, I...

- am able to describe the methodical design process used in a commercial environment.
- can perform high precision actuation and measurement.
- can apply the theoretical concepts learned in the subjects of <your specialization>.
- can structure <data> in an effective way.
- can design a software framework for handling multimodal vision data.
- can create a tailor-made workflow/process plan to address/tackle a specific problem within the company

But you can also decide to formulate a goal for your personal development.

Examples are:

At the end of this internship, I....

- am able to work cooperatively with people with different backgrounds.
- can plan my time effectively and work independently.
- know if I want to start my working career after my thesis graduation or if I want to keep on studying.
- am able to deal with problems and limitations of professional practice that do not occur in the protected academic environment of the university.
- reflect on learning experiences undergone during the internship and formulate consequences for future actions and further professionalisation.

## Appendix 3 – Internship report

The report comprises the following components:

- Cover sheet
  - title: it has to describe the scope of your internship assignment, so ‘Internship ME’ is not sufficient!)
  - name
  - student number
  - degree programme
  - date
  - internship organization
  - duration of internship + EC
  - names of the UT and external supervisors
  - mention in a frame if the report is confidential
- Table of contents
- Summary; short description of the internship project and its results, about half an A4.
- Introduction; develop and describe the exact problem.
- Essence of the report (approximately 20 pages A4, excluding cover, summary, table of contents and appendices): In the core of the report the technical/scientific content of the assignment is described: what was carried out, what are the results, conclusions and recommendations. The following structure is used as a guideline:
  - Definition of the problem
  - Work plan/research method used
  - Analysis/research results
  - Discussion of the results
  - Conclusions
  - RecommendationsIf you would like to have more background information on how to write a business-like report, see the internet or read the book *Communicate as a professional*, chapter 8.<sup>2</sup>
- References
- Appendices & technical drawings (if necessary)

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<sup>2</sup> Jansen, C., Stadler, de, L. & Douma, A. (2019). *Communicate as a Professional*. Amsterdam University Press: Amsterdam.

## Appendix 4 – Reflection and STARL

### What is reflection?

Reflection means that you look into the mirror to become well aware of how you operate, which choices you make, which skills you use and how that feels. After realizing this, you can form an opinion about the result of your actions: is it in accordance with your original goals and what do you think about the results? As a final step you can state intentions about what you are going to do (different) in the future. Very often this looking back on your actions and the result of that action, leads to different actions in the future. Reflection is thus, in a way, a means to overcome the next pitfall.

### Description of the STARL method

The STARL method is a commonly used model for reflection. In your reflection report you base your reflection on your formulated learning goals.

<b>S</b>	<b>Situation</b>	Situation is where you had the experiences. Describe the environment, the type of people or equipment you worked with. This gives the reader the background information and puts the experience into context.
<b>T</b>	<b>Task</b>	Describe the challenge and expectations. What needed to be done and why?
<b>A</b>	<b>Action</b>	When addressing action, think about what you did to resolve the problem or perform the task. Ask yourself, what did I actually do?
<b>R</b>	<b>Result/reflect</b>	Think about how your actions affected the outcome of the situation and the status of the task. How do you know that what you did made a difference (or not)? Or the focus may be more on reflecting on what you have seen or done. Reflect on the experience to identify what has happened, what you have realized or what needs further investigation or thought.
<b>L</b>	<b>Learning</b>	Highlight the skills that came out of the process and how they can be applied elsewhere. This will show your growth and development as well as the skills you possess. Or the focus may be more on your planning. What would you like to develop in the future?

### How to build up your reflection report?

Start with a description of your learning goals so your supervisor knows what you wanted to reach. The next step is to reflect on each learning goal with at least one situation. Describe this situation. For the description of the situation, please use the STARL method. Besides a reflection on your tasks and learning goals you also have to reflect on the feedback of your external internship supervisor (received during the internship and at the end through the assessment form). How does this correlate with your personal characteristics and development and what do you get out of this for the future? End your reflection by formulating new SMART learning goals for further professional development.

## Appendix 5: Assessment forms

### 3.1 Assessment criteria for external supervisors

<b>PART A: INTERNSHIP ASSIGNMENT/REPORT</b>	<b>Comments/feedback</b>
The internship product fulfils the requirements of the assignment.	
The report displays the problem and its context well. It explores/describes possible solution routes and underpins the one selected. It describes and underpins the solution in an effective, business-like manner, that way that it is valuable for future use.	
<b>TOTAL MARK PART A*</b>	
<b>PART B: PROFESSIONAL BEHAVIOUR</b>	<b>Comments/feedback</b>
The trainee is able to communicate clear and transparent (written and oral communication).	
The trainee is able to work on the task in a professional way (precise, punctual, able to cope with feedback, collegial, able to take initiative, set up and work according to own planning, etc.).	
The trainee is able to work with a team of engineers in a corporate environment whenever was necessary/required for the task.	
The trainee is able to deal with problems and limitations of professional practice and is able to adjust the process in the event of any stagnation.	
The trainee worked on the learning objectives in a serious way and as written down in the internship plan. The trainee reflects on learning experiences undergone during the internship and is able to formulate consequences for future actions and further professionalization.	
<b>TOTAL MARK PART B*</b>	
<b>ADDITIONAL REMARKS/FEEDBACK</b>	
What compliment and/or advice would you give this trainee for the future?	
<b>FINAL MARK INTERNSHIP:</b> <i>Calculate the final mark by: (1*part A) + (2*part B) and divide it by 3. Round up to 1 decimal.</i>	
<b>ADDITIONAL QUESTIONS</b>	<b>Comments</b>
Should the internship report be considered as confidential?	
If yes, for how long?	
Would you be interested to supervise other students from the University of Twente in the future?	
If yes, may we give your name and e-mail address to an interested student, or should the student approach your company/institution in a different way (if so, please mention the correct contact details)?	
Do you have the feeling that certain aspects were missing in our student's education, which you would consider essential for an engineer in these fields?	
If yes, please elaborate.	

### 3.2 Assessment criteria UT supervisor

<b>PART 1: INTERNSHIP REPORT</b>		Comments/feedback
The internship product(s) makes a useful contribution to a (partial) solution of the problem posed.		
Relevant key concepts and theories are described.		
New knowledge and skills are identified and acquired.		
The report's content is logical and consistent. It is written in a business-like manner.		
<b>TOTAL MARK PART 1*</b>		
<b>PART 2: REFLECTION</b>		Comments/feedback
The student formulated SMART personal learning goals, related to the scientific knowledge and skills of the mechanical engineering discipline. The student described per personal learning goal (as formulated in the internship plan) at least one relevant learning moment whereby attention was given to the own behaviour and role, and the behaviour and role of any other person involved. This was done in the context of the internship. It becomes clear that the student has worked seriously on the personal learning goals.		
Attention was given to future professional development by formulating new learning goals, based on the reflection on learning experiences undergone during the internship.		
<b>TOTAL MARK PART 2*</b>		
<b>ADDITIONAL REMARKS/FEEDBACK</b>		
What compliment and/or advice would you give this student for the future (for example the graduation assignment or the future in general)?		
<b>FINAL MARK**</b>		
<p>Calculate the final mark of the internship by summing up part 1 + part 2. Divide this by 2 and round it off to a whole mark or to a half mark:**</p> <p>.01-.24 means rounding off below to the whole mark .25 - .74 is rounding off to .5 .75 ≥ 0 is rounding off above to the whole mark</p> <p>** The assessment from the internship company or institute (external supervisor) should be taken into account when determining the final mark.</p>		

\* The total mark can be selected from 5 to 10. You are allowed to give whole or half marks, nothing in between:

<p><b>Insufficient - 5</b></p> <p>The research/report/behaviour/product is insufficient, and the student was strongly directed by the supervisor(s). Weak points can clearly be pointed out. The student did not show an academic attitude. On average, the student scores 'insufficient' on all aspects for assessment.</p>	<p><b>Good – 8</b></p> <p>With respect to content, the research was set up in a solid way and was carried out accurately. The report is carefully edited regarding language, structure as well as lay out with minimal input of the supervisors. The student has worked independently and was able to put forward his or her own initiatives. Guidance given by the supervisors was minimal. On average, the student scores 'good' on all aspects for assessment.</p>
<p><b>Sufficient – 6</b></p> <p>With respect to content, the research was conducted sufficiently. The report is mediocre. Weak points can clearly be pointed out but are compensated by aspects on which the student performs better. The student has shown little input of his own and was strongly directed by his or her supervisors. On average, the student scores 'sufficient' on all aspects for assessment.</p>	<p><b>Very good – 9</b></p> <p>With respect to content, the research is very solid with some points that can clearly be pointed out as very good. The report is carefully edited and shows that the student disposes of very good writing skills. The student's own input and independence are large. The student clearly stands above subject matter and is able to defend his or her statements in discussions well. The student scores at least 'good' on all aspects for assessment and 'very good' on some aspects.</p>
<p><b>Amplly sufficient - 7</b></p> <p>With respect to content, a solid piece of research was delivered. The report is carefully edited. Either the research process or the mastery of subject matter leaves room for improvement. The supervisors clearly had a steering influence on the final report. The student scores at least 'sufficient' on all aspects for assessment and 'good' on some aspects.</p>	<p><b>Excellent – 10</b></p> <p>The student functions at the level of an expert in the field. With respect to content, the research is excellent. The student is very capable of conducting research independently. The report (and the presentation) shows that the student disposes of excellent communication skills (written and oral). The student scores at least 'very good'.</p>