

(RESEARCH) MASTER'S INTERNSHIP: STRUCTURE OF SUPERVISION AND ASSESSMENT

1. Structure of Supervision

The university supervisor is a member of the Institute of Psychology of Leiden University who is authorised to oversee assessment. The university supervisor is responsible for supervising, assessing and grading the internship. The supervision of the internship consists of overseeing proper compliance with the procedure to be followed. The day-to-day supervision within the framework of the internship will be carried out by an employee of the institution where the internship takes place; this person is designated as a 'field supervisor'. A field supervisor (day-to-day supervisor) and a university supervisor (the person who has ultimate responsibility and who assesses the internship) must also be appointed when the internship takes place internally within the university.

Before the internship begins, the intern, the university supervisor and the field supervisor will all sign an internship contract which specifies:

- The start and end dates of the internship period and the number of hours to be worked per week, taking into consideration that the formal internship period must correspond with the number of ECs stated in the programme. The intern and field supervisor may agree to a longer internship period, but the academic supervision, assessment and grading will be based only on the formal internship period.
- The intern's work-related activities during the formal internship period. The university supervisor must assess the majority of these activities as being appropriate to both the level of an academic master's degree programme and the content of the master's degree specialisation.
- The nature and intensity of the field supervisor's supervision.

Once the internship contract has been approved by the university supervisor and internship coordinator, the intern will draft a working plan specifying the following aspects of the internship:

- The learning objectives of the internship, including a description of at least one objective in each of the following categories: a) professional learning objectives, b) academic learning objectives, c) personal learning objectives, and d) career-oriented learning objectives.
- Activities during the formal internship period and the associated schedule, which must at least guarantee the possibility for the intern to make progress in relation to the established learning objectives.
- The intended concrete results (deliverables) of the internship.

The working plan must be approved by both the university supervisor and the field supervisor within the first 80 hours of the internship.

The intern and field supervisor will schedule an interim evaluation halfway through the formal internship period; the result of this evaluation is sent to the university supervisor. On the basis of this interim evaluation, the university supervisor decides whether any intervention is necessary for a satisfactory outcome of the internship and to ensure that the associated learning objectives are met.

This is also the 'go/no-go moment' at which it is decided whether there is sufficient likelihood that the intern will be able to successfully complete the internship. If this is in serious doubt, the field

supervisor, university supervisor and intern discuss this in depth. If it is decided that there is no suitable solution, the internship will be stopped and the intern will have to begin a completely new internship in close consultation with the internship coordinator.

The university supervisor is responsible for ensuring that the interim evaluation takes place on time and is recorded in writing.

At the end of the formal internship period, the university supervisor asks the field supervisor to complete a final evaluation of the formal internship period and to send this evaluation to the university supervisor.

The intern produces an internship report in accordance with the requirements of the master's degree specialisation. Depending on the master's degree specialisation, other reports, such as a video report, may be required.

The intern has the right to receive feedback on a report from the university supervisor before a final report is submitted. The university supervisor assesses the internship on the basis of the internship report in relation to the work plan, supported by the assessment format used within the institution. The report must be checked for plagiarism. The final grade for the internship takes the field supervisor's final evaluation into account.

For some internships, the internship coordinator of the master's degree specialisation acts as a second assessor by awarding an independent final grade for a random sample of internships at the end of the internship period. This final grade is based on the work plan, the field supervisor's final evaluation and the internship report. If there is a discrepancy of more than one point between the assessments of the university supervisor and the internship coordinator, these assessors will discuss whether the assessment criteria should be adjusted going forward. The second assessor's assessment will not affect the already given grades for the internships in question.

2. Structure of Assessment

The primary learning objective of the internship is for the intern to gain relevant experience in the practice of psychology, as specified in the working plan. The activities to be carried out during the internship must be agreed upon in advance, and halfway through the internship the university supervisor checks whether any adjustments are needed. In exceptional cases, the internship may have to be stopped at that point, as a result of unsatisfactory work by the intern and if it is determined that this work is unlikely to improve over the second half of the internship.

A final assessment of 'satisfactory' may only be made if the agreed activities or later updated internship activities have been carried out, if the intern has worked towards the learning objectives and if all associated reports, including the final report on the internship, meet the minimum requirements. If the interim evaluation causes the internship to be extended, the internship may only be assessed as 'unsatisfactory' based on an inadequate completion of the second half of the formal internship period or on the quality of the required report(s).

If an intern receives an 'unsatisfactory' grade based on the inadequate completion of the second half of the formal internship period, the university supervisor will discuss with the field supervisor and the intern the possibility of repairing the internship at the same institution. If this is not possible, the university supervisor will recommend a short substitute internship with comparable learning objectives and activities. A new final evaluation and a new internship report must be completed for this substitute internship. On the basis of the substitute internship, the university

supervisor will decide whether the intern has achieved a 'satisfactory' grade. The grade for a substitute internship may not be higher than 6. If no suitable substitute internship can be agreed upon, the intern must start a completely new internship in close consultation with the internship coordinator.

If an intern receives an 'unsatisfactory' grade based on inadequate internship reports, the university supervisor must specify which sections require improvement, and by what deadline these improvements must be made. The intern and the university supervisor will discuss whether the nature of the required improvement is clear, and the intern will submit a summary of the improvement to the university supervisor. Once the university supervisor has approved the summary of the required improvement, the intern will then have one final opportunity to improve the report. The report will then be assessed by the university supervisor and the internship coordinator of the master's degree specialisation. If both these assessors decide that the report is still unsatisfactory, the student must complete a new internship within the framework of the master's degree programme; the final grade for this new internship may not be higher than 6.