**Internship portfolio**

|  |  |  |  |
| --- | --- | --- | --- |
| Student name |  | Student number |  |
| Program\* | Oncology / Cardiovascular Research | | |
| Title |  | | |
| Internship\* | Minor / Major | | |
| Institute\* | Internal / External | | |
| Date |  | | |

\*please tick where appropriate

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**Summary**

This portfolio contains all the forms required for the completion of an internship as part of the training program at the VUmc School of Medical Sciences. The student is advised to print the entire portfolio and use it as a guideline during the course of an internship.

During the internship, copies of the different forms must be sent to either [masteroncology@vumc.nl](mailto:masteroncology@vumc.nl) (Master Oncology) or cvrmaster@vumc.nl (Master Cardiovascular Research). At the end of the internship, the student must check all boxes on the first page of the portfolio and hand in the digital version of the complete portfolio via email to the above mentioned email addresses.

**Time line**

The student is responsible for contacting a department and requesting an internship placement. If the student is planning to perform an internship outside the VUmc, he/she is also responsible for contacting an internal VUmc supervisor.

When a department accepts the student for an internship, the following steps need to be taken:

1. Before starting the internship, the *Student* needs to ask for approval from the Examination Board via the digital **Approval Form:** http://www.formdesk.com/vuamsterdam/approvalform\_minor\_major\_ECRO\_2014.

Note: The student needs to have passed 3 out of the 4 compulsory courses before an internship can be approved or started.

1. The *Student* must also register the internship on VUnet.
2. The *Internship Assessor* needs to confirm the placement.
3. The *Examination Board* decides whether the internship will be approved.
4. When approval has been granted, the student is permitted to start the internship.
5. Within 2 weeks after the start of the internship**,** the *Student* hands in a copy of the **List of Agreements** **(A)** to either masteroncology@vumc.nl or cvrmaster@vumc.nl.
6. After 6 weeks, the *Student* hands in a copy of the **Research Proposal (B)** **(**to either masteroncology@vumc.nl or [cvrmaster@vumc.nl](mailto:cvrmaster@vumc.nl) and the **Digital** **Interim Assessment (**<https://fd20.formdesk.com/vuamsterdam/form625>)**.**
7. Halfway, the *Student* should give a **Presentation**.
8. At the end of the internship, the *Student* gives a **Final Presentation,** hands in the **Report,** and has the *Supervisor* and *Assessor* complete the digital **Assessment Form:** https://fd7.formdesk.com/vuamsterdam/Assessment\_form\_internships\_SMS.In addition, the *Student* fills out the **Online Placement Evaluation (D).**
9. When all the assessment forms have been completed, the *Student* must hand in a **digital copy of the Report and internship portfolio** to either masteroncology@vumc.nl or cvrmaster@vumc.nl.
10. The *Internship Examiner* will appoint an *Independent Assessor* to separately assess the report.
11. When the portfolio is complete and the grades are sufficient, the *Examination Board* will approve the internship and the student will be granted the assigned credits.

Supervisor = Day-to-day supervisor

Assessor = Principal Investigator/Head of the department/Professor

Internal VUmc supervisor = VUmc-employed expert in case of external internship (outside VUmc)

Internship examiner = VU-appointed official responsible for internship examination

**(A) List of Agreements**

|  |  |  |  |
| --- | --- | --- | --- |
| **General information** | | | |
| Name student |  | | |
| Student number |  | Year of introd. |  |
| Title |  | | |
| Supervisor (Daily supervision) |  | | |
| e-mail |  | | |
| Assessor (Principal investigator) |  | | |
| e-mail |  | | |
| Institute | (In case of an external internship an internal VUmc supervisor is mandatory) | | |
| Department |  | | |
| Internal VUmc supervisor |  | | |
| e-mail |  | | |

|  |  |  |
| --- | --- | --- |
| **Agreements**  Use *Regulations for Internships* to complete this form | | |
| Start date |  | |
| End date |  | |
| Interruptions | From: To:  From: To: | |
| Required courses prior to internship |  | |
| Courses during internship |  | |
| Oral presentations | 1st presentation |  |
|  | 2nd presentation |  |
| Student - Supervisor meetings | Supervisor (minimally 1x/week) |  |
|  | Assessor (minimally 1x/month) |  |
| Interim assessment date |  |  |

|  |  |  |
| --- | --- | --- |
| **Signatures** | | |
| *Signature Supervisor* | *Signature Assessor* | *Signature Student* |
| *Date* | *Date* | *Date* |

(B) Research Proposal concept

Your Research Proposal should have the following form:

|  |  |
| --- | --- |
| 1. **Student information** | *Name student: Student number:*  *Name Assessor:*  *Institute: Department:*  *Date:* |
| 1. **Title of the project** |  |
| 1. **Summary (1 paragraph)** |  |
| 1. **Description of the research  4.1 Introduction (ca. 1 page) 4.2 Approach (ca. 2 pages) 4.3 Planning (short)** |  |
| 1. **Literature  (List of papers)** |  |
| 1. **List of references** |  |
| 1. **Start, finish and time schedule** | *Start*  *Finish*  *Time Schedule* |
| 1. **Signature** | *I hereby declare that I have completed this form truthfully*  *Name student: Date:* |

Please return the form, completed and signed, via e-mail (**submit the form in PDF format)** to masteroncology@vumc.nl/cvrmaster@vumc.nl.

**Digital Interim Assessment**

Fill in the digital Interim assessment form via the following link:

<https://fd20.formdesk.com/vuamsterdam/form625>

***Use of the internship interim assessment form.***

*The form consists of three sections:*

* *general information,*
* *self-reflection by the student,*
* *evaluation by the supervisor.*

*Student: Start with filling in the general information and self-reflection. Make use of the* [*assessment criteria*](https://med.vu.nl/en/Images/Regulations_Internships_2020_FINAL_tcm237-933477.pdf) *to reflect on your progress during the internship so far. When the second part is completed, clink on the button “store entries and send to supervisor”.*

*Supervisor: The supervisor can then, at the same time or later, complete the form by filling in the third and final section, confirming the form contents in the confirmation page, and submitting the results.*

*Upon submission a link to the completed form will be send to the student and the supervisor. The program coordinator and the examiner Internships will also receive a copy of the form.*

*It is recommended that after submitting the form the supervisor and intern take some time to compare and discuss their respective answers.*

*Please note that all questions require an answer in order for the form to be submitted and that after submission the answers can no longer be changed.*

**Digital Placement Evaluation**

Fill in the digital evaluation form via the following link: <http://fd20.formdesk.com/onderwijscentrumVU/internshipOC>