Course guide
Bachelor project SBI
FEW_X_430509

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1. Introduction
This manual contains information about the Bachelor project (internship and the associated thesis) for second year students of the Bachelor in Science, Business & Innovation (SBI).

1.1 The aim of the Bachelor project
1. Design, execute and report on research;
2. Aptitude test (the thesis). The 'aptitude test' means that the acquired knowledge and skills in the field of Science, Business & Innovation, using theoretical models, data analysis, oral and written presentation and integration of subjects are applied in a project.

This guide explains the different roles of the people involved at the different stages of the internship as well as the documents associated with the course. Finally, there is a checklist included that guides you through the whole process.

1.2 The placement within the program
The SBI Bachelor Project takes place in the graduation semester. An internship is a mandatory part of this project.

The objectives of the SBI Bachelor Project are:
- Research, analyze, and objectify a research question existing within an organization and define a recommendation based on research outcomes;
- Gain insight into the operation of an organization. The student receives a general picture of how the organization works as a whole, with its primary and supporting processes. And needs to demonstrate the ability to understand the assignment as part of these processes;
- Practice and develop social and communication skills;
- Orientation on the future field of work;
- To maintain and strengthen contacts between the work placement organization and VU University.

2. Different roles
During your Bachelor project you will be supervised by at least four different people, namely:
1. Internship coordinator
2. 1st VU assessor
3. 2nd VU assessor
4. Internship coach
The roles of each supervisor will be explained below. Also, your role will be clarified.

2.1 Internship coordinator
The internship coordinator is responsible for monitoring the process across the Bachelor project from start to finish, and ensures that the entire course process is organized properly. You keep her up to date on the progress of your internship and you send her your signed plan of action, internship contract, thesis, reflection report and presentation.

Tasks and responsibilities:
- Helping you in finding an appropriate internship;
- Approaching two VU assessors to judge your research assignment, based on availability, fit and interest. One of the two assessors has to be part of the Faculty of Sciences, the other of the Faculty of Economics and Business Administration or the Faculty of Social Sciences;
- Briefing your internship coach;
• Monitoring the progress of your internship;
• Sending the assessment form to your internship coach;
• Making the arrangements for the final presentation;
• Ensuring all filing and review requirements are met.

Contact the internship coordinator Inge Rozendal at i.m.j.rozendal-vesters@vu.nl. She is located in P-112, T. 020 598 3431.

2.2 1st assessor
The first assessor is the primary contact for the student for all aspects concerning the content of your research assignment.

The first assessor is a lecturer affiliated with SBI and works at one of the following departments:

1. Chemistry and Pharmaceutical Sciences (Faculty of Sciences)
2. Physics and Astronomy (Faculty of Sciences)
3. Technology and Innovation (Faculty of Economics and Business Administration)
4. Policy, Communication and Organization (Faculty of Social Sciences)

The 1st assessor guides you mainly in the field of content related questions. Overview of the tasks and responsibilities of the 1st assessor:

• Guide the process to an approved plan of action in collaboration with the student and internship coach;
• Contact the internship coach before you embark on your research assignment;
• Discuss the progress of the internship. You take the initiative for these meetings. During these meetings you will discuss the progress on the basis of your plan of action. Make sure to send the needed information a few days prior to your meeting. Keep your internship coach informed about the meetings with your 1st assessor. In case of content related problems or questions, please contact the 1st assessor.
• Pay a visit to the internship providing company in the first half of the internship period;
• Chair your final presentation (or arrange a replacement);
• Complete the assessment form, hand it in at the education office and send a copy to you and the internship coordinator.

2.3 2nd assessor
The 2nd assessor, in the role of second reader, has a different specialization than the 1st assessor and is therefore usually from a different department at VU, depending on the research topic.

Tasks and responsibilities of the second assessor:

• Give input on the plan of action based on demand by you and/or the first assessor;
• Approve the plan of action and sign for approval;
• Read and provide input on the 2nd draft thesis;
• Read and assess the final report;
• Attend and co-assess the final presentation (or arrange a replacement).

2.4 Internship coach
For support and guidance during the internship, students mainly rely on the internship coach. The internship coach, employed by the company, is responsible for your daily supervision. He/she or another colleague that is involved in the research/domain should have at least an academical Bachelor degree relevant to your research.

Tasks and responsibilities of the internship coach:
Daily supervision and guidance: consultations on the progress can vary from once a day to once a week or every two weeks, depending on the level of self reliance of the student. A thorough introduction in the first weeks will generally lead to more independence, so the guidance can be limited to a weekly or biweekly meeting;

- Get to an approved plan of action in collaboration with you and the 1st assessor;
- Provide input on ‘work execution’ (mandatory) and the thesis and presentation (optional) to the 1st supervisor who will take this into account when compiling the final assessment. The internship coordinator will send the internship coach the assessment form approximately two weeks before the internship ends. The internship coach hands in a signed copy to the 1st assessor and internship coordinator.

2.5 The role of the student
You will work at a high level of independence, from start to end. Your responsibilities are:

- To find a placement (if needed with the help of the internship coordinator) and to keep the internship coordinator informed on your search for an internship;
- Scheduling meetings with the internship coordinator, internship coach and 1st and 2nd assessors;
- Send the details of your internship coach to the internship coordinator prior to your internship, so she can brief him/her;
- Get to an approved plan of action in collaboration with the 1st and 2nd assessor and your internship coach;
- Time management/sticking to your planning and tasks;
- Keeping your 1st assessor informed about your research, planning and results on a bi-weekly basis;
- Keeping your internship coordinator up to date on your progress on at least a monthly basis;
- Problem solving when you see a problem arising (anticipate in time and involve the right stakeholders);
- Handing in all documents (signed contract, plan of action, thesis (digital and hardcopy), reflection report and presentation with the internship coordinator);
- Scheduling the final presentation.

3. Looking for an internship

3.1 Conditions and requirements
To be able to start your internship you must have completed Academic Core / tutoring years one and two. You may have open up to 18 EC. Plus, but you must have successfully completed your first year courses and academic core 1 and 2. When you don’t meet the requirements, but you do wish to start your internship, you can ask for approval by the examination board. Ask Kim Retra for more information (k.retra@vu.nl).

In any case you have to have your detailed personal education program (PEP) approved. You can find the form here: http://www.few.vu.nl/nl/studenten/regelingen/goedkeuring-vakkenpakket/index.asp. Fill it out and mail it to study counselor Kim Retra. K.retra@vu.nl.

The study load for the SBI Bachelor Project is 24 EC. There should be a clear assignment. All activities must be at a level appropriate to a graduate level Bachelor SBI student. The research and related activities should be in three areas; science (natural science either in the field of renewable energy or life sciences), business (economics and business) and innovation (innovation and product development). The research question(-s) must include both science and business or social sciences elements that are dependent on each other, so you can test, demonstrate and expand your skills and knowledge.

The internship must meet the following requirements
The assignment must add value to the internship placement company.

The assignment must fit within the SBI Bachelor program and have a clear relationship with one or more subjects and the general orientation of your program;

The assignment must be of sufficient academic level and present an uncertain outcome;

The purpose of the internship must be known. This means that the end product must be described.

Prior to starting your internship you should complete the following web course:
http://webcursus.ubvu.vu.nl/cursus/default.asp?lettergr=klein&cursus_id=138
It teaches you how to look for relevant literature.

3.2 Finding a placement and topic

The most important thing is to find a placement that suits your personality, ambition, qualities and interests. What placement do you prefer, in what field would you like to specialize and what gets you motivated?

Try to answer the following questions: What is the purpose of this internship for you? Would you like to gain extra work experience in a particular field? Would you like to enrol in a traineeship at a certain company and could this be the start? Contact your internship coordinator to explore your options and ideas. If you have difficulties finding out what you would like to do in your professional life, you can contact the centre for study guidance and counselling. They offer multiple workshops to find out where your skills lie (http://www.vu.nl/nl/studenten/na-je-bachelor-of-Bachelor/workshops/index.asp).

Finding a suitable internship takes time; both physical (calling, writing, emailing) and mentally (what would you like to do and why). In most cases this takes two to four months. If you wish to do an internship abroad, you should start the process six to twelve months in advance.

There are multiple ways to find an appropriate internship:
- Talk to your internship coordinator about your interests and options;
- Check www.internsinsciences.nl where internships are offered;
- Visit career events and job markets to network;
- Search online for vacancies (LinkedIn included);
- Contact people and companies that you find interesting (open application).

3.3 Applying

After the orientation phase, you will start applying for an internship and present yourself to the company. The way you will do this depends on the way you got into contact with the internship offering organization: through a particular vacancy; a general interest for the company; through your network or meeting a contact at a career event.

Letter of application

Often you need to write a letter of motivation and build your resume. The letter is a link between your resume and the job or organization. It is used to emphasize, to highlight or to build on information in your resume, and to convince the organization you have skills and experience necessary to be the best applicant for the position. Your application should be specifically tailored to each situation.

If you write an open application, you should contact the company and find out additional information such as the name of the person to whom you need to address the letter. Use the internet to research additional information about the company so that you can tailor your letter specifically to the company.
As the employer might have many applications, the letter needs to be concise and to the point. An application letter is no more than one page long. Use a maximum of four or five paragraphs to convey your essential messages.

Your application letter:
- Introduces you to the employer;
- Highlights key information from your resume;
- Tells the employer why they should consider employing you;
- Tells the employer why you are interested in them;
- Invites the employer to read further to find out more;
- Convinces the employer that you are worth interviewing.

Building your CV

There is no single "correct" way to write and present a CV but the following general rules apply:

- It is targeted on the specific job or career area for which you are applying and brings out the relevant skills you have to offer;
- It is carefully and clearly laid out: logically ordered, easy to read and not crammed;
- It is informative but concise;
- It is accurate in content, spelling and grammar. If you mention attention to detail as a skill, make sure your spelling and grammar is perfect;
- In general, a new graduate’s CV should cover no more than two sides of A4 paper.

If you need help on your letter of application or resume, please contact your internship coordinator or make an appointment with the centre for study guidance and counselling in the main building (http://www.vu.nl/nl/studenten/na-je-bachelor-of-Bachelor/solliciteren/de-brief/index.asp).

The interview

When invited to an interview you have to prepare well. There could be multiple candidates for one position. Do not underestimate the challenge, especially in professional organizations. Some points of attention:

- The key to a good interview is good preparation: research thoroughly the industry or sector, the company or organization and the particular job, making use of the annual report, the website and current newspaper articles;
- On the day before the interview, read your application form again, since many of the interview questions are likely to draw on the content of your application and you need to remember what you have written and think about what might be raised as a result;
- If you don’t know the answer to a question, say so.
- Most of the questions you will be asked can be anticipated, so go through the several lists of most frequently asked interview questions you can find online. Then plan how you would answer them;
- Think of actual experiences that illustrate the qualities that you would bring to the position;
- Above all, show enthusiasm and keeness for the internship.

If you would like to do a workshop on how to prepare for an interview, please contact the centre for study guidance and counselling (http://www.vu.nl/nl/studenten/na-je-bachelor-of-Bachelor/solliciteren/het-gesprek/index.asp).
3.4 Compensation and insurance
When you have found an internship position, you will negotiate the terms of employment, including your compensation fee. When the organization does not mention it, you can bring it up yourself. A compensation fee is a token of appreciation for your efforts and helps to cover any costs related to the internship. The minimum fee is usually € 250, but it can vary from € 0 to over € 500.

Make sure that you have a liability insurance. A liability insurance covers the financial risk of legal liability. Most students are insured through their parents / guardians or have their own insurance. For example, if you accidentally damage a computer (system) at the internship firm, the insurance covers the damage. Sometimes interns are covered by a Company liability insurance. VU University Amsterdam is not liable for any damage.

3.5. An internship abroad
An internship abroad can be attractive; gaining practical experience and combining this with working and living in another culture. To complete an internship abroad successfully, it is important that your language proficiency is well and that you feel at home in the culture of the country. The language should not be a barrier for completing the content of the internship!

An internship abroad requires a thorough preparation. Approaching organizations for an internship is up to you, possibly in consultation with the internship coordinator. If you are considering an internship abroad, check the website or Nuffic or read the annual publication 'Vagant' issued by Nuffic. You can contact organizations yourself or make use of the services offered by internship mediator companies (be aware of the costs they could charge). In any case, work closely with the SBI internship coordinator.

Once you have found an internship abroad, there are many practical aspects you need to attend to. The most common aspects are: a visa for countries outside the EU, housing abroad and possibly subletting your accommodation in the Netherlands, raise funds to cover your accommodation and travelling, check whether you are insured properly or arrange a supplementary insurance. Check at the VU International Office if there are possibilities to receive a contribution from a fund. Email: International@dienst.vu.nl. Nuffic offers several grant opportunities too: http://www.nuffic.nl/.

The approval, supervision and completion of an internship abroad is equal to that of an internship in The Netherlands. In order to prevent unwanted surprises/expectations we advise you to complete your plan of action well in advance, certainly before you leave to travel abroad. This way, everyone involved has agreed on a clear job description before arrival at the location of execution.

Depending on the available means of communication you will mostly use email, skype or phone to communicate with your 1st and 2nd assessor and internship coordinator once settled abroad.

4. Plan of action
Once you have found a placement and you have been assigned two assessors, you will start writing your plan of action. You can find the template for the plan of action on Blackboard, which you have to complete. You will determine the exact content of your internship in consultation with your 1st assessor and internship coach, so that it meets the standards of the VU, the host organization and your own requirements. Please make sure that all three components (science, business and innovation) are distinctly present, not in isolation but in a connected fashion. Check the assessment form in advance, so you are aware of all criteria you will be graded on.
The plan of action mainly requires a clear and concrete description of the assignment, goals, guidance and motivation. The plan should also contain a preliminary schedule in which the different phases are shown, plotted over time. Please make sure that you include courses or other obligations that have to be met within the set internship timeframe. In general, the schedule will look like this:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature study / plan of action</td>
<td>1 – 2 weeks</td>
</tr>
<tr>
<td>Implementation and analysis</td>
<td>11-13 weeks</td>
</tr>
<tr>
<td>Written report (approximately 20 pages)</td>
<td>1 – 2 weeks</td>
</tr>
<tr>
<td>Oral presentation</td>
<td>1 week</td>
</tr>
</tbody>
</table>

Normally the student does an SBI Bachelor Project equal to 24 EC, which takes 16 weeks.

**Please note: before you start your internship, your plan of action should be signed by the 1st and 2nd assessor, the internship coach and by yourself. This is to ensure that the research topic meets all stakeholder requirements.**

With the data in the plan of action all people involved have each other’s details in order to maintain contact with each other. You have to ensure that all parties (internship coordinator included) receive a signed copy of the plan of action.

### 5. Contract and confidentiality clause

#### 5.1 Contract

The legal and financial aspects of your internship are specified as part of the contract. As soon as the plan of action has been signed, you can sign the internship contract with the organization. You can choose to use our standardized contract (Blackboard) or the contract that the organization uses. The internship coach and – in most cases – the 1st assessor will sign the contract too.

You will have to hand in the signed contract with the internship coordinator (a scan or copy is accepted too). If there are any questions about the contract or plan of action, please contact the internship coordinator.

#### 5.2 Confidentiality clause

It may be the case that the internship offering company asks you to sign a confidentiality clause. Below are some points of attention.

- FEW views internship reports as an exam product, which is not public (and therefore, may not be published on the Internet). The student can give permission for publication, but this right expires once a confidentiality agreement is signed.
- If a confidentiality agreement is signed, the student should declare (in the report) that the contents are confidential.
- It is recommended to agree upon a validity term of the embargo. The term usually is 5 years.

### 6. Thesis

Once your plan of action and contract are signed, you can initiate your research. Maintain regular contact with both assessors, your internship coach and internship coordinator. Before you will leave your internship
placement, you will have to hand in a (first) draft report to your internship coach and 1st assessor. Approximately one month before the end of your internship, send a second draft version report to both assessors, so each can give you feedback that you will need to incorporate into the final version.

6.1 Requirements
A thesis must meet the following requirements:

- The student is able to describe a problem from a business, science and multidisciplinary perspective;
- The student is able to formulate a research question and sub questions that are scientifically, and/or socially relevant;
- The student demonstrates that he/she is able to select relevant literature in order to be able to explain the main problem/issue on an academic level;
- The way in which the research is carried out must be in accordance with the methodological requirements for scientific research;
- The student shows that he/she can conduct a scientific analysis of the problems and that he/she has and applies professional knowledge;
- The student can formulate concise conclusions that answer the question(s) formulated;
- The student demonstrates that he/she can write at an academic level.

You need to hand in two hard copies of your thesis: one to your first assessor and one to your internship coordinator. Discuss with your internship coach if he/she wishes to receive a hard copy too. In addition, email a digital copy of your thesis to your 2nd assessor, the internship coordinator and the Education Office, afstuderen.few@vu.nl.

6.2 Structure
A Bachelor thesis has the following structure:

- Cover sheet;
- Executive summary (max 400 words);
- Table of contents;
- Preface;
- Introduction in which the research topic, sub-questions and underlying assumptions are introduced and defined;
- Method of approach;
- theoretical framework and analysis;
- Results;
- Discussion;
- Conclusion & recommendations;
- Bibliography;
- Appendices.

The thesis should not exceed 10,000 words include exclusive figures, appendices and bibliography. The text is typed in font Times Roman 11, line spacing 1 or similar. It is written in English or Dutch.

6.3 Mandatory literature

- Research Methods for Business Students by Philip Lewis, Mark N.K. Saunders and Adrian Thornhill
- Designing a Research Project by Piet Verschuren and Hans Doorewaard

6.4 Plagiarism
Every thesis will be checked on plagiarism, so make sure to complete and check all your quotations and references.
Some tips for avoiding accidental plagiarism when you use sources:

- Cite every piece of information that is not a) the result of your own research, or b) common knowledge. This includes opinions, arguments, and speculations as well as facts, details, figures, and statistics.
- Use quotation marks every time you use the author’s words. (For longer quotes, indenting the whole quotation has the same effect as quotation marks.)
- At the **beginning** of the *first sentence* in which you quote, paraphrase, or summarize, make it clear that what comes next is someone else’s idea:
  - According to Smith...
  - Jones says...
  - In his 1987 study, Robinson proved...
- At the **end** of the *last sentence* containing quoted, paraphrased, or summarized material, insert a **parenthetical citation** to show where the material came from:

The *St. Martin’s Handbook* defines plagiarism as “the use of someone else's words or ideas as [the writer’s] own without crediting the other person” (Lunsford and Connors 602).

**Finally: indicate clearly where data are part of your own research outcomes!**

**7. Final presentation**

After completion of the internship work and thesis writing, you will give a final presentation of maximally 20 minutes plus 10 minutes of discussion. This presentation can only be planned once the content of the report is finished and that you have approval of both assessors. You will plan a date and time in accordance with your both assessors.

You **have to notify the internship coordinator two weeks before the presentation on the time and date**, include a short introduction of your research too which she can include in the invitation. The coordinator will reserve a room and sends out the invitation. The internship coach, students, other professors and family and friends are welcome too to join the presentation.

Send the internship coordinator a copy of your presentation.

**8. Reflection report and evaluation**

A mandatory part of your Bachelor project, is the writing of a reflection report. This reflection consists of two parts: a business analysis and self-reflection. You will write the report once you have (almost) finished your internship. It is therefore highly recommended that you keep a log during your internship in which you record your findings and activities, so you can easily monitor your own development.

**8.1 Business analysis (up to three pages)**

The business analysis leads to a report (maximum of three pages) in which you describe the company thoroughly. The central theme is *where* and *how* innovation takes place within the company, how it is organized and financed. You review the company from a S, B and I perspective. Which theories from which classes did you see in practice or did you miss? What improvements could the company make, based on your knowledge and ideas? You can find the template for the business analysis on Blackboard)
8.2 Self-reflection (2-3 pages)
In your self-reflection you will look back on your internship and your own performances. You will describe how you have experienced the guidance and working atmosphere and if you achieved your personal learning goals (please find the template on blackboard).

8.3 Evaluation
After completing your internship and your reflection report, you will have a final meeting with your internship coordinator. In this meeting, you will discuss your reflection report. This meeting is mandatory. After completion, you will fill in the evaluation form and hand this in to your internship coordinator.

Only when you have handed in all documents (signed plan of action, signed contract, digital version and hardcopy version of your thesis, presentation, reflection report, evaluation, presentation) to your internship coordinator you have finished the course.

9. Assessment
Please note: the three parts of the Bachelor project as described below have to score at least a 6.0.

9.1 Work execution
Work executed constitutes 40% of the final grade. It will be reviewed by your internship coach and your 1st assessor. Although the latter has a decisive vote, the judgment of your internship coach is substantial, since he/she worked most intensively with you.

9.2 Thesis
Your thesis will be assessed by your 1st and 2nd VU-assessor. In dialogue (possibly with the internship coach) they determine your final grade based on the criteria in the assessment form (see appendix 2 & 3). Your thesis ultimately determines 45% of your final grade.

9.3 Presentation
Your final presentation determines 15% of your final grade.

Your 1st assessor will hand in your final grade to the Education Office.
# Appendix 1 Checklist

<table>
<thead>
<tr>
<th>6-12 months in advance</th>
<th>start preparations for an internship if you would like to do this abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td>4-6 months in advance</td>
<td>Subscribe yourself through VUnet for the blackboard pages (FEW_432735_2012)</td>
</tr>
<tr>
<td></td>
<td>Read the course guide for the Bachelor project</td>
</tr>
<tr>
<td></td>
<td>Have you completed all other examinations of your Bachelor SBI/are you on schedule?</td>
</tr>
<tr>
<td></td>
<td>Schedule a meeting with the internship coach</td>
</tr>
<tr>
<td></td>
<td>Find an appropriate internship</td>
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<tr>
<td>4-1 months in advance</td>
<td>Discuss the options for your research with the internship offering organization</td>
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<tr>
<td></td>
<td>Discuss the chosen research with your internship coordinator</td>
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<tr>
<td></td>
<td>If your (global) research topic is approved the coordinator appoints a 1st and 2nd assessor</td>
</tr>
<tr>
<td></td>
<td>Write your plan of action (template on Blackboard) in accordance with your assessors and internship coach. Sign the plan of action and send a copy to the internship coordinator (NB without handing in a signed copy to you internship coordinator, you are formally not allowed to start your internship!)</td>
</tr>
<tr>
<td></td>
<td>Sign the internship contract with the employer (blackboard, mind possible confidentiality) and please send a signed copy to the internship coordinator</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Internship period</th>
<th>Start your internship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Conduct your research and stick to your planning</td>
</tr>
<tr>
<td></td>
<td>Send regular updates (bi-weekly) to your first assessor and (at least monthly) to your internship coordinator</td>
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<tr>
<td></td>
<td>Keep a log to keep track of your activities and developments, so it’s easier to write the reflection report</td>
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<tr>
<td></td>
<td>If, due to circumstances, you expect your internship to delay, please contact your internship coach, 1st assessor and internship coordinator immediately to limit the amount of delay as best as possible. If necessary you can decide to move the official end date if all parties approve (a maximum of 3 months of delay is accepted)</td>
</tr>
<tr>
<td></td>
<td>You should register for examinations using an application form, which must be requested at the Education Office at least two weeks before the meeting of the examination board and five weeks before the degree ceremony.</td>
</tr>
<tr>
<td>1 months prior to the end date</td>
<td>Hand in your 2nd concept thesis to your 1st and 2nd assessor</td>
</tr>
<tr>
<td></td>
<td>Revise your concept thesis</td>
</tr>
<tr>
<td></td>
<td>Hand in your final version to both assessors</td>
</tr>
<tr>
<td></td>
<td>Plan you presentation together with your assessors and communicate the time and date to the internship coordinator (at least 2 weeks prior to the</td>
</tr>
</tbody>
</table>
presentation). Send your internship coordinator a short introduction to your presentation which will be included in the invitation

Start writing your reflection report and plan a meeting to discuss the paper with your internship coordinator

Hand in a digital copy of your thesis at the education office and send one to your internship coordinator

<table>
<thead>
<tr>
<th>1 week prior to the end date</th>
<th>Hand in 2 hardcopy versions of your thesis to your 1st assessor and internship coordinator</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Prepare your final presentation and email your presentation to your internship coordinator</td>
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<td></td>
<td>Do your presentation</td>
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<tr>
<td></td>
<td>Discuss your reflection report with your tutor or internship coordinator and fill in the evaluation form afterwards and hand it in with your internship coordinator</td>
</tr>
</tbody>
</table>

After completion, you must have submitted the following documents to the coordinator:

- Signed contract
- Signed plan of action
- Digital version of your final thesis (word or pdf)
- Digital version of your final presentation (pdf or ppt)
- Reflection report
- Evaluation form

**Internship abroad**

- Find out if you need a visa.
- Do you need to find living space?
- Is your internship compensation sufficient?
- Do you have the option of applying for a grant? Ask the International Office (P-362)
- Are you adequately insured?
- How will your internship compensation be paid?
- Do you have/want/need a foreign bank account?
- Would you like to have a foreign telephone number?
- Do you need a credit card?
- Is your passport valid long enough?
- What is the nature of the contact between your assessors/coaches?
- Request for a scholarship for students living away at the IBG and for compensation for your OV student chip card.
## Appendix 2 Assessment form Bachelor thesis Science, Business & Innovation

*(FEW_X_430509: SBI Project & Bachelor Thesis)*

<table>
<thead>
<tr>
<th>Name student:</th>
<th>Student ID no:</th>
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</thead>
<tbody>
<tr>
<td>Name 1st assessor VU:</td>
<td></td>
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<tr>
<td>Name 2nd assessor VU:</td>
<td></td>
</tr>
<tr>
<td>Name internship coach:</td>
<td></td>
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<table>
<thead>
<tr>
<th>Work execution</th>
<th>Grade 1st assessor VU</th>
<th>n.a.</th>
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<tbody>
<tr>
<td>Level of knowledge (1-4**)</td>
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<tr>
<td>Application of knowledge &amp; understanding (1-12)</td>
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<tr>
<td>Research skills (8-10)</td>
<td></td>
<td></td>
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<tr>
<td>Problem solving abilities (14)</td>
<td></td>
<td></td>
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<tr>
<td>Motivation and dedication</td>
<td></td>
<td></td>
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<tr>
<td>Initiative (9, 14)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning (9)</td>
<td></td>
<td></td>
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<tr>
<td>Selfreliance (9, 11, 12, 14)</td>
<td></td>
<td></td>
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<tr>
<td>Working pace (9)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety** (8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Precision (8, 10, 11)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity (8-12, 14)</td>
<td></td>
<td></td>
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<tr>
<td>Cooperation and communication (9, 13, 14)</td>
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</tr>
<tr>
<td>Receptive to critical remarks and advice (13)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*See the course guide for related learning outcomes
**Only when lab work has been conducted

### PARTIAL GRADE WORK EXECUTION (40%):

<table>
<thead>
<tr>
<th>Thesis*</th>
<th>Grade 1st assessor VU</th>
<th>Grade 2nd assessor VU</th>
<th>Final assessment</th>
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<tbody>
<tr>
<td>Research topic (12)</td>
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<tr>
<td>(defining the research topic, ratio research question /sub-questions, scientific/social relevance of the research question)</td>
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</tr>
<tr>
<td>Theoretical framework (2, 8, 11)</td>
<td></td>
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</tr>
<tr>
<td>(quality of the literature, treatment of theoretical literature and discussions/argumentation, application of central concepts, critical discussion of relevant theory leading to a model, hypotheses or research questions)</td>
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<tr>
<td>Research design (8)</td>
<td></td>
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<tr>
<td>(justification of research design, operationalization of variables, selection of research units, research techniques)</td>
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<tr>
<td>Analyzing the collected data (results) (11, 12)</td>
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<tr>
<td>(extent and thoroughness of the research, analysis and interpretation of results, synthesis, relation between theory and empirical data, careful argumentation of the conclusions, completeness)</td>
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<tr>
<td>Conclusion and discussion (10, 11, 12)</td>
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<tr>
<td>(summarizing the results, defining follow on research, have initial research questions been answered?)</td>
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<tr>
<td>Acknowledgement</td>
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<tr>
<td>(adequate citations and complete bibliography)</td>
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</tbody>
</table>
Balance SBI (7, 9)  
(balance of the components science, business and innovation)

Science (1-3, 7, 9, 10, 12)  
(degree of knowledge of exact science which is used in either the field of renewable energy or life sciences, quality of applied mathematical models, (technical) product analysis, formulation of the market developments)

Business (3-7, 9, 12)  
(quality of analysis of various business aspects regarding the targeted innovative products, formulation of the market developments)

Innovation (4, 6, 7, 9, 12)  
(knowledge, understanding and application of innovation theory)

Level (7, 14)  
(academical level and complexity of the research)

Use of language and design  
(accurate use of language, readability, structure, consistency of the report, layout)

*All items should score >5.5.

### PARTIAL GRADE THESIS (45%):

<table>
<thead>
<tr>
<th>Oral presentation (13)</th>
<th>Grade 1&lt;sup&gt;st&lt;/sup&gt; assessor VU</th>
<th>Grade 2&lt;sup&gt;nd&lt;/sup&gt; assessor VU</th>
<th>Final assessment</th>
<th>n.a.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure of the presentation</td>
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</tbody>
</table>
| Content knowledgability  
(academical level) | | | | |
| Amount of information | | | | |
| Discussion and questions handling | | | | |
| Use of language | | | | |
| Non-verbal presentation  
(body language, entertaining/interesting way of story telling) | | | | |
| Use of media | | | | |
| Length | | | | |

### PARTIAL GRADE PRESENTATION (15%):

**FINAL GRADE**

Date final grade:

Final grade (round off to 0.5 grade, minimum 6.0 to pass):

Number of credits: 24 EC

Signature 1<sup>st</sup> assessor VU:

Signature 2<sup>nd</sup> assessor VU:

Remarks and comments:

Please add a signed exam slip and hand in at the education office!
Appendix 3 Assessment form internship coach

To be filled in by the internship coach at the internship organization.

<table>
<thead>
<tr>
<th>Name student:</th>
<th>Student ID no:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name internship organization:</td>
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<tr>
<td>Name internship coach:</td>
<td>Function coach:</td>
</tr>
<tr>
<td>Phone no:</td>
<td>Email:</td>
</tr>
<tr>
<td>Internship period:</td>
<td></td>
</tr>
</tbody>
</table>

The final grade on work execution is given by the 1st assessor of the VU. The review by the internship coach plays an important role in the decision process. The section ‘work execution’ is therefore mandatory to be filled in by the internship coach, the section ‘thesis’ is optional.

Please tick as applicable:

<table>
<thead>
<tr>
<th>Work execution (mandatory)</th>
<th>Insufficient</th>
<th>moderate</th>
<th>sufficient</th>
<th>good</th>
<th>excellent</th>
<th>n.a.</th>
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<tbody>
<tr>
<td>Level of knowledge (1-4*)</td>
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*See appendix for related learning outcomes

**Only when lab work has been conducted

If you have filled in ‘moderate’ or ‘insufficient’ on one or more criteria, please give an explanation below.

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<th>Thesis (optional)</th>
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</table>

If you have filled in ‘moderate’ or ‘insufficient’ on one or more criteria, please give an explanation below.
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Ways to improve connectivity of SBI to the labor market?
…………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………

Do you have any final remarks about/for this student?
…………………………………………………………………………………………………………………………………
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General
Do you see more opportunities for students at your company in the form of:

- Research internships Bachelor SBI
- Business excursions
- Research internships Bachelor SBI
- Project assignments
- Participation career days/network meetings
- Guest lectures

Date:

Signature internship coach:

Please make sure to send a signed copy to the internship coordinator (i.m.j.rozendal-vesters@vu.nl)
<table>
<thead>
<tr>
<th>DUBLIN DESCRIPTOR</th>
<th>LEARNING OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge and understanding</td>
<td>Learning outcome 1: An SBI Bachelor has sufficient theoretical and integrated knowledge in physics, chemistry and business and social science related to one applied field (i.e. energy science or life science) at an academic level</td>
</tr>
<tr>
<td>Have demonstrated knowledge and understanding in a field of study that builds upon and supersedes their general secondary education, and is typically at a level that, whilst supported by advanced textbooks, includes some aspects that will be informed by knowledge at the forefront of their field of study</td>
<td>1. An SBI Bachelor has knowledge and understanding of basic principles of chemistry and pharmaceutical sciences that relate to energy science or life science 2. An SBI Bachelor has knowledge and understanding of basic principles of physics that relate to energy science or life science 3. An SBI Bachelor has knowledge and understanding of the basic principles of mathematics necessary for the understanding of physical, chemical and business processes that relate to energy science or life science 4. An SBI Bachelor has knowledge and understanding of business-related basic principles that are necessary in the context of the commercial application of life science or energy science (R&amp;D processes, innovation portfolios, company strategies) 5. An SBI Bachelor has knowledge and understanding of organizations and organizational behavior, especially with respect to periods of organizational development or change 6. An SBI Bachelor has knowledge and understanding of entrepreneurial and innovation processes and the implementation and integration of scientific innovations in business processes 7. An SBI Bachelor has sufficient knowledge and understanding in the interdisciplinary domain of the exact sciences, business and social science to be able to progress from this Bachelor’s degree to a Bachelor’s degree or a professional career</td>
</tr>
<tr>
<td>Application of knowledge and understanding</td>
<td>Learning outcome 2: An SBI Bachelor is able to assist and contribute to innovation management research projects in life science or energy science</td>
</tr>
<tr>
<td>Can apply their knowledge and understanding in a manner that indicates a professional approach to their work or vocation, and have competences typically demonstrated through devising and sustaining arguments and solving problems within their field of study</td>
<td>8. An SBI Bachelor is familiar with research methodologies in the exact and social sciences that relate to life science or energy science 9. An SBI Bachelor has developed skills to work on projects, to think in an interdisciplinary manner, to relate scientific and business information, and to understand the different roles of actors in an innovation process 10. An SBI Bachelor has knowledge of relevant data-analysis systems and computer applications and is capable of understanding the potential and limitation of computer models</td>
</tr>
<tr>
<td>Making judgments</td>
<td>Learning outcome 3: An SBI Bachelor has basic knowledge of economic, business, ethical and social implications of inventions and innovations in life science or energy science at an academic level</td>
</tr>
<tr>
<td>Have the ability to gather and interpret relevant data (usually within their field of study) to form judgments that include reflection on relevant social, academic or ethical issues</td>
<td>11. An SBI Bachelor is capable of critically reviewing assembled information, research results, professional literature and scientific reports in the exact, business and social sciences that relate to life science or energy science, and is able to judge their applicability 12. An SBI Bachelor is able to weigh ethical aspects in the application of science and has an understanding of the importance of his/her discipline in a broader historical, philosophical and social context</td>
</tr>
<tr>
<td>Communication</td>
<td>Learning outcome 4: An SBI Bachelor is able to effectively communicate with professionals from disciplines that are involved in innovation processes in life science or energy science</td>
</tr>
<tr>
<td>Can communicate information, ideas, problems and solutions to both specialist and non-specialist audiences</td>
<td>13. An SBI Bachelor is capable of presenting, communicating and discussing his/her knowledge and understanding in a clear and transparent way</td>
</tr>
<tr>
<td>Learning skills</td>
<td>Learning outcome 5: An SBI Bachelor can integrate knowledge of life science or energy science into a viewpoint on the associated innovation perspectives in a context of medium complexity (e.g. within a small or medium-sized company, business unit of a research organization, small or medium-sized non-profit organization or a business unit of a large non-profit organization or government body)</td>
</tr>
<tr>
<td>Have developed those learning skills that are necessary for them to continue to undertake further study with a high degree of autonomy</td>
<td>14. An SBI Bachelor is capable of independent learning and of integrating new expert knowledge and skills in life science or energy science and relevant innovation aspects of the related invention in a context of medium complexity</td>
</tr>
</tbody>
</table>