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| ***Internship foreign country*** |

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| **Veterinary nursing**  **Third year of education, first period** |

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| **Assignment** |
| This assignment consists of several parts , all of these components must be developed before a final assessment can be given.  1. Personal curriculum (this must be submitted to the coach prior to the internship, just like your internship contract).  2. Report on evaluation ( this must be handed in three weeks after the start of school (end of October))  3. Assessment ( by your supervisors, submit this at the same time with the report )  4. Presentation at school (the coach will make a schedule after you are back) |

**Preparation:**

Make a personal learning plan : A personal learning plan (curriculum) is a prerequisite for your internship and forms part of the assessment.

What to include in your personal curriculum :

Part A. Basic data.

- Basic data: Name Address City (complete); contact ; business type; period

- Reason for choosing this internship company. Especially if your internship is within the region (= province Gelderland and a maximum of 50 km from home) you will have to come up with very strong arguments.

Part B Personal curriculum for this internship.

- Objectives: What actions, skills or knowledge you want to learn during this internship.

You formulate this as follows: After this internship I can / I know .......

Also make the link to the company: what do you expect you are going to see / learn / practice during the internship. What do you expect to learn you haven’t learned before?

- Activities: Please include how you intend to achieve the above objectives. What do you need there. (Materials, books, kind of accompaniment from company, school, etc.)

- Scheduling: Specify herein which things when you want to do. (Eg. First shadowing / watching a week, then two weeks to practice independently etc. etc.) you can use a weekly calendar for this. This plan should be discussed with your coach before you start your internship and should be added as an attachment in your report.

- Assessment / Evaluation: In your report you need to show how your curriculum is executed and what has been the result of your plan.

- Due date of the curriculum: Your coach has received a copy of your curriculum (it should be discussed before you start with the internship with your coach and it should be approved) If you doubt whether the curriculum is ok, you should contact your coach.

At start of the internship you show your curriculum to your supervisor. The supervisor should sign for agreement. If you go abroad, maybe it is wise to translate the curriculum into English.

((In case the curriculum does not fit well in your internship, decide together with your supervisor what changes can be made at best in your situation. Of course we understand that your plan is made without knowing the situation there.))

Performance:  
You are going to write the internship report and therefore you collect as much information as possible to make the fullest possible report.  
In compiling and writing the report you should keep the following in mind:  
• a clear and logical structure  
• a clear and orderly processing of the data  
• clear and flawless language (Dutch is allowed, but tell your supervisor what data you use)  
• proper care; that means among other things that you use a word processor, automatic page numbering, et cetera  
• let your practical trainer also read the report (~ explain what is in your report) and ask for an assessment.

Contents of the report:  
Keep the sequence:  
Front page  
Table of contents with page reference  
1 Introduction  
2. Description of the region and country (where applicable)  
3. Description of the internship in combination with your personal learning objective as a guide  
4. Elaboration / description of your goals  
5. Evaluation  
Appendixes: personal learning curriculum, attendance, assessment form, actions list

Chapter 1: Introduction  
Here you write a brief summary of your personal learning plan. You have a special reason for the company you have chosen, what are these reasons. Identify your goals for this internship.

Chapter 2: Description of the region / country.  
• a description of the region where the company is.  
• a description of the town or city where the company is situated.  
• a description of the type of company in which your internship is done.

Chapter 3: Description of the training company:  
• business organization  
• composition of the management and the workforce, distribution of tasks within the company  
• how many hours (day / night) requires such work per day, per week and per year?  
• are there busy and less busy periods, and if so, how is this handled?  
• what activities are performed by whom and at what time?  
• indicate in which way this company is different from other companies in the same industry (or region).

• what qualifications and skills are required to run the company?

Because your internships will be on many different types of companies, it may be that some questions are not directly applicable to your internship. Adapt the questions in such cases.

Chapter 4: Your goals  
• describe clearly the skills learned and knowledge you gained. Use the goals set by you.  
• create a link to your previous internships: What is different? Is there an explanation for this? What is similar? Think about execution of work, tasks, roles, circumstances, legislation and so on.  
• also describe other experiences. How did you experience a different country, habits, food, et cetera. Maybe you have very special things experienced or seen.

Completion:  
Assessment - Chapter 5 of your report:  
Show in this chapter of what has come out of your expectations about this internship.  
• Compare your goals with what you have finally reached. Maybe this is different: explain why this is.   
• What goals or learning issues have you configured for the future?  
  
Presentation:  
Back at school you give a presentation in which the following points are mentioned:  
• Company Description  
• Experiences  
• Goals and whether these have been achieved

Production:  
A personal learning plan  
A report according to assignment  
An assessment of your supervisor  
A presentation

***Practice judgement***

**Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Adress : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**tel : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| ***A. The student at home*** | | | | |
| **Social behaviour with members of the family** | timid | | open | |
| Comment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3 4 | 5 6 | 7 8 | 9 |
| **Conduct at home** | unmannered | | correct/pleasant | |
| Comment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3 4 | 5 6 | 7 8 | 9 |
| **Does the student stick to his/her deals made ?** | not | | correct | |
| Comment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3 4 | 5 6 | 7 8 | 9 |
| ***B. The student at the company.*** | | | | |
| **Is the student interested in what is going on at the company ?** | not interested | | very inte­rested | |
| Comment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3 4 | 5 6 | 7 8 | 9 |
| **How does the student handle a. animals** | rude | | carefully | |
| Comment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3 4 | 5 6 | 7 8 | 9 |
| **How does the student handle b. equipment** | rude | | carefully | |
| Comment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3 4 | 5 6 | 7 8 | 9 |
| **Can the student handle all sort of jobs independently ?** | hardly ever | | well | |
| Comment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3 4 | 5 6 | 7 8 | 9 |
| **Does the student work fast ?** | slow | | fast | |
| Comment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3 4 | 5 6 | 7 8 | 9 |

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| **How is the student’s motivation ?** | minimal | | optimal | |
| Comment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3 4 | 5 6 | 7 8 | 9 |
| **Does the student notice what jobs have to be done, and does he/she act accordingly ?** | Does not notice | | alert | |
| Comment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3 4 | 5 6 | 7 8 | 9 |

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| **Does the student feel responsibility for his/her work ?** | irresponsible | | very responsible | |
| Comment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3 4 | 5 6 | 7 8 | 9 |
| **Does the student show insight in the work and manage­ment on the company in all it's aspects ?** | no insight | | good insight | |
| Comment.:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3 4 | 5 6 | 7 8 | 9 |

How do you judge this student all in all ?

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Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This judgement **has been/has not been** discussed with the student.

***I M P O R T A N T***

Would you like to have one of our students again next year ?

O Yes, please.

O Contact me first.

O No, because

Please, return this judgement to the student.