Guidelines for Supervisors

Goals of an internship: The student should gain practical experience, gain and broaden their knowledge and skills in a domain relevant for their Master’s program, gain insight into the pursuance of the profession, gain experience in working in a team within a company or within an organization & further develop their ability to function independently.

*To supervise an Internship in Industrial and applied Mathematics you must be an assistant, associate or full professor from the Mathematics Domain.*

Procedure and Steps:

1. Together with the student you make an internship plan detailing information related to the topic of the internship, how the student can be contacted during the internship, the choice of the organization, and the choice of the external advisor. A problem description is included. In the project description the student should explain how the internship contributes its goals.
2. The internship plan needs to be sent to mcs.csa@tue.nl for approval by the Examination Committee. (The approval of the internship plan is based on the goals of the internship as stated above and on the contribution of the internship to the learning outcomes of the Master’s degree program)
3. The internship may start after approval by the EC
4. You and the external advisor are required to deliver guidelines to the student in regard to the execution of the internship, to give feedback to texts delivered by the student in a reasonable time, to guard the progress of the internship, and to stimulate, motivate and correct the student. (The student should be reporting to you in min. Bi-weekly intervals.)
5. You determine a final grade which should reflect an evaluation of the goals set and problem described in the internship plan. The considerations leading to the assessment are shared with the student. You consult the external advisor in order to gain relevant input for the assessment of the internship of the student.

*Note: You are NOT allowed to sign a company internship contract on behalf of TU/e*