

## Factsheet for external internship supervisors (Maastricht University Master's Program in Forensic Psychology)

Students enrolled in the two-year MSc program in Forensic Psychology (FP) of the Faculty of Psychology and Neuroscience (FPN), Maastricht University (UM) are required to conduct a research internship and a clinical internship during the second year of the program.

The **research internship** involves planning, conducting and analysing the results of a research project, resulting in an individually written Master's thesis. Ideally, the student would conduct his/her own study, but we realize that time constraints may be preventing this. As an alternative, the student could work on an existing database, but would still be required to participate in data collection, perhaps for another study.

Students are also required to do a **clinical internship** of approximately 4-5 months full time (possibly combined with the research internship). During their clinical internship the students are involved in clinical work and are required to write a clinical activities report (CAR). Many students combine these two internships in one institution.

Period: from August/September until July/August of the subsequent year

Work load: 40 ECTs for the research internship and 20 ECTs for the clinical internship. More specifically, 30 credits are given for the research proposal and research internship (practical part) and 10 credits are given for the Master's thesis. The 20 credits for the clinical internship are divided into 16 credits for the internship itself (practical part) and 4 credits for the Clinical Activities Report. The clinical internship ideally entails 200 hours of psychological assessment and 320 hours of other clinical activities (intake, treatment, report writing). However, this distinction (in terms of minimum number of hours required per subpart) is especially relevant for students interested in obtaining the BAPD (Dutch Certificate of basic proficiency in psychological assessment).

Supervision: Students will have two supervisors for the research internship: the external internship supervisor and a second - UM faculty - supervisor. For the research internship, both supervisors need to hold a PhD degree. For the clinical internship, the external clinical supervisor needs to hold a degree in Mental Health Psychology, Clinical Psychology Forensic Psychology or Psychiatry. A UM faculty member will serve as second supervisor for the clinical internship.

### RESEARCH INTERNSHIP

#### Responsibilities of the external supervisor (first assessor):

- Familiarizes student with the host organization
- Provides advice and assistance
- Ensures that ethical approval\* for the study is (applied for and) obtained (information must be presented in the research proposal, see web link in the footnote).
- When the study is conducted under supervision of a non-UM staff member as first supervisor, the student cannot apply for ethical approval with the Ethics Review Committee of the FPN (ERCPN at UM, because the ERCPN has no jurisdiction over these studies. In such a case, the student and the

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\* For more info, see <https://www.askpsy.nl/internship/research-internship-proposal> under "ERCPN request for approval – new procedure as from academic year 2020-2021".

first supervisor need to decide if it is necessary to apply for ethical approval elsewhere or if ethical approval is unnecessary (for instance, in case of an anonymized dataset).

- Providing feedback on the Research Proposal and the first draft of the thesis. Note that writing a thesis is supposed to be a learning process. Without feedback, a student is unable to learn from the experience.
- The external supervisor must hold a PhD and is responsible for feedback on and the assessment of:
  - the Research Proposal (sufficient/insufficient)
  - the practical execution of the internship (sufficient/insufficient)
  - the Master's thesis (graded on a 10-point scale, with half-point increments)
- Completed assessment forms must be sent to the FPN Education Office within 20 working days (4 weeks) after the student has handed in the final version of the Master's thesis. **However, note that the ultimate deadline to hand in the assessment forms is September 15, 2021.**
- See, for more information, <https://www.askpsy.nl/internship/home>

### **Responsibilities of the UM faculty supervisor (second assessor):**

- Must hold a PhD
- Maintains contact with the student while (s)he is at the external institution
- Communicates with the external supervisor on a regular basis to ensure that the external internship runs smoothly
- Assessment of:
  - the Research Proposal (sufficient/insufficient)
  - the Master's thesis (graded on a 10-point scale with half-point increments)
- Completed assessment forms must be sent to the FPN Education Office within 20 working days (4 weeks) after the student has handed in the final version of the Master's thesis.

Please note that the second assessor is *not* required to give you feedback on the Research Proposal or the first version of your Master's thesis – this is the task of the first assessor. The job of the second assessor is to assess whether the Research Proposal is sufficient. Of course, a second assessor might have questions on the basis of your proposal that must be addressed or might give you feedback in case he/she believes that the feedback is important for writing the Master's thesis. As for writing the *first* version of your Master's thesis, the first assessor provides you with feedback. The task of the second assessor is to assess the *final* product and give you feedback that further explains the grading (see criteria on the assessment form).

### **Responsibilities of the student**

- Complies with the guidelines described in the Handbook Writing Skills
- Keeps track of and communicates the time lines for assessment of the Research Proposal, practical work and Master's thesis

### **Requirements for the research proposal:**

- Between 1600 and 2800 words (4-7 A4 pages)
- Including:
  - a brief theoretical background of the research
  - the question(s) addressed by the research, including hypotheses
  - a description of the research plan
  - a description of the research methods
  - a description of the data processing and analysis techniques
  - a reference list
  - a timetable
- Submitted within 6 weeks after the internship has officially started

- Upload the final version of your Research Proposal via [DorsWebApp](#). Go to My internship(s) and use the Cloud icon with the up arrow in the column "Document(s)" to upload your Research Proposal. If you want to receive feedback on your first version, you can discuss this with your supervisor(s). First version(s) can be sent via e-mail to your supervisor(s). Only the final version should be uploaded via DorsWebApp.
- Evaluated and formally approved by both the first and the second assessor *before* the actual research (i.e., participant recruitment and/or data collection) can start.

### **Requirements for the Master's thesis**

- It must be an individually written research report in (either UK or USA) English
- Use APA (7<sup>th</sup> edition) guidelines for the structuring the thesis and for referencing style
- Length should be agreed upon with the supervisor. There is no strict limit on the length, but theses are supposed to be in the form of a manuscript that can be submitted to a peer reviewed journal, so lengthy theses are discouraged

### **Assessment of the Master's thesis**

The Master's thesis will be assessed by the first and second supervisor independently, on aspects of content as well as format. The two assessors will each send their assessment form to the Education Office; they are not supposed to have contact with each other about their grading. Criteria related to content (formulation of the research question(s) and hypotheses, quality of the study, argumentation/line of reasoning) and structure/format will be assessed separately and contribute to the final grade for the thesis.

The Master's thesis is assessed on the following four aspects:

- The research question(s) and hypotheses
- Scientific content/ specialized aspects
- Argumentation/ line of reasoning/ motivation
- Format

The final grade for the thesis, based on the abovementioned four aspects, needs to be at least 6.0 for the student to pass.

The Master's thesis is graded by averaging the scores given by the first and the second assessor. Both grades must be at least 6.0 and the difference between the grades may not be more than 2 points. If the difference between the two grades is > 2 points, the two assessors will discuss their respective grades and the argumentation for them, and will have to arrive at a joint final grade.

### **Insurance:**

If the research does not fall under the responsibility of the UM, the host institution where the research is conducted is responsible for obtaining liability insurance for the student.

## **CLINICAL INTERNSHIP**

### **Responsibilities of the external supervisor**

- Familiarizes student with the host organization
- Provides advice and help
- Plans the clinical activities together with the student

- Grades the quality of the clinical activities (clinical internship evaluation form). After completion, this form should be sent to the UM clinical internship supervisor by the external supervisor directly (i.e., not be sent to the student).
- Please note that the UM clinical internship supervisor for the grading of the Clinical Activities Report. The external supervisor is responsible for supervision during the internship and for grading the practical part of the clinical internship on the clinical internship evaluation form.