



FEEDBACK & EVALUATION INTERNSHIP

STUDENT	
Naam student	
Studentnummer	
Bachelor/Master programme	
INTERNSHIP	
Naam organisation	Adress
Start date	End date
Level and type of internship (check the appropriate box) <input type="checkbox"/> BA level 2, work internship <input type="checkbox"/> Master, research internship <input type="checkbox"/> BA level 3, research internship	
Total ECTS <input type="checkbox"/> 7,5 ECTS <input type="checkbox"/> 15 ECTS	
SUPERVISION	
Name daily supervisor	
Email	
Telephone	
INSTRUCTOR (UU LECTURER)	
Name	
Department/school/programme	
Email	
Telephone	
CONFERENCE SUPERVISOR - INSTRUCTOR	
Date	
<input type="checkbox"/> by phone/skype <input type="checkbox"/> during visit to organisation providing internship	
GLOBAL ASSESSMENT	
<input type="checkbox"/> insufficient <input type="checkbox"/> sufficient <input type="checkbox"/> good	
SIGNATURE INTERNSHIP SUPERVISOR	
Date	Signature

At least two weeks before the end of the training period, the internship supervisor is requested to fill out this form and return it to the lecturer from Utrecht University who is acting as internship instructor. The instructor will then contact the supervisor to discuss and evaluate the performance of the student during the internship. After this consultation, and once the final grade has been determined, the form is also send to the student.

The instructor from Utrecht University is responsible for the final assessment and grading of the internship. The instructor will take into account the feedback and evaluation of the daily supervisor. This form is the basis for a conference between supervisor and instructor about the performance of the student during the internship. Please fill out this form in as much detail as possible, in order to give a good indication of the student's achievements.

ATTITUDE		<input type="checkbox"/> insufficient	<input type="checkbox"/> sufficient	<input type="checkbox"/> good
a.	Effort & motivation <i>involvement; enthousiasm; effort; active participation; seizing learning opportunities; creativity, perseverance</i>			
	<u>feedback:</u>			
b.	Independence <i>planning; structured and independent work; meeting deadlines; keeping agreements; showing initiative; capable of justifying choices</i>			
	<u>feedback:</u>			
c.	Collaboration <i>Integration in the team; listening; active participation; receiving feedback/criticism; giving feedback; flexibility</i>			
	<u>feedback:</u>			
d.	Accuracy <i>completeness; clear notes and reports; professional finishing of products; careful dealing with information</i>			
	<u>feedback:</u>			
ACADEMIC SKILLS		<input type="checkbox"/> insufficient	<input type="checkbox"/> sufficient	<input type="checkbox"/> good
a.	Knowledge <i>level of knowledge, application of knowledge, insight in structure and organisation of future field of employment</i>			
	<u>feedback:</u>			

b. Problem solving

identifying problem; translation to concrete questions and proposals to solve problem

feedback:

c. Reflection & self management

critical attitude towards own functioning; insight in shortcomings; ability to adapt

feedback:

d. Communication skills (oral and in writing)

Correct use of Dutch/English; knowledge of jargon; communication style

feedback:

PRACTICAL ACCOMPLISHMENTS insufficient sufficient good

a. Quality

feedback:

b. Tempo

feedback:

OTHER REMARKS

GLOBAL ASSESSMENT insufficient sufficient good

Motivation: