

UMC Utrecht, Transition Year CRU/SUMMA
Initial planning session

Name student: _____ Date meeting: _____

Student number: _____ Name Internship: _____

Name supervisor: _____ Department: _____

Checklist: is content of Portfolio complete?

- Chapter 1 Portfolio
 Self-Evaluation of Competencies
 Reflections and Action plan

Checklist topics meeting:

- Aims of internship (learning expedition)
 Explanation protocol and work situation
 Instructions related to supervision
 Agreements on RESULTS (ao):
 Compulsory materials Portfolio (type)
 Compulsory materials Portfolio (numbers)
 Agreements on FUNCTIONING

Agreements desired RESULTS, evaluation during interim assessment

1.

2.

3.

4.

5.

Agreements desired FUNCTIONING, evaluation during interim assessment

1.

2.

3.

Other agreements:

Date and time of an interim assessment¹:

Date and time final assessment:

Signature student: _____

Signature supervisor: _____

¹ Obligatory if this internship has a duration of 12 weeks or longer.

UMC Utrecht, Transition Year CRU/SUMMA
Interim planning session

Name student:	Date meeting:
Student number:	Name internship:
Name supervisor:	Department:

Checklist is content Portfolio complete?	Checklist topics meeting:
<input type="checkbox"/> Chapter 1 Portfolio <input type="checkbox"/> Self-evaluation of Competencies <input type="checkbox"/> Reflections and Action Plan <input type="checkbox"/> Logbook Internship <input type="checkbox"/> Compulsory material (type) <input type="checkbox"/> Compulsory material (numbers)	<input type="checkbox"/> Content portfolio RESULTS <input type="checkbox"/> Observations FUNCTIONING <input type="checkbox"/> Coaching <input type="checkbox"/> Practical encountered difficulties <input type="checkbox"/> Agreements on RESULTS <input type="checkbox"/> Agreements on FUNCTIONING <input type="checkbox"/> Interim assessment with explanation

PROGRESS MEETING

Agreements desired RESULTS (adjustments, additions)

1.

2.

3.

4.

5.

Agreements desired FUNCTIONING (adjustments, additions)

1.

2.

3.

Other agreements:

Continue with Interim Assessment