

**APPENDIX TO INTERNSHIP ASSESSMENT FORM
(RESEARCH) MASTER Cultural History and Heritage**

The overview below is an clarification of the assessment form for the internship report at Master's level. This overview is used by the supervising lecturer when completing the assessment form. Each aspect is explained and programmes can set their own criteria or priorities. This overview is also available to students to help them prepare for the internship report.

In addition to the lecturer's assessment, the feedback from the internship supervisor form the organisation also plays a role in the final assessment of the internship (separate form). For a satisfactory final assessment, all components must be assessed with at least a satisfactory score.

The supervising lecturer informs the student of the final assessment, and gives the student access to the assessment forms. The completed assessment forms must be submitted for archiving to the Internship Office via stage.gw@uu.nl (along with the report). The final assessment will be registered via Osiris.

Programme specific criteria

Each (Research) Master programme has the opportunity to set their own criteria, in addition to the general criteria mentioned below. These criteria should relate to the programme aims in the EER (OER).

Assessment criteria

FINAL EVALUATION	<ul style="list-style-type: none"> • General impression • Final assessment (grade or pass/fail) • Justification of the assessment
-------------------------	--

COMPONENT	CLARIFICATION / CRITERIA
DESCRIPTION OF TASKS AND RESULTS	<ul style="list-style-type: none"> • Does the report give a clear overview of the student's tasks during the internship and the context in which they were performed? • Does the report give a clear description of the institution and the department where the student performed the internship (organisational chart)?
EVIDENCE OF TASKS AND ACHIEVEMENTS/RESULTS	<ul style="list-style-type: none"> • Does the student offer enough and plausible evidence of the tasks performed, the achievements and results? (such as a research report, articles, flyers, podcasts, policy pieces, etc) • In case of 'hard to prove' work results, does the reflection on performance and the feedback of the internship supervisor give enough and plausible testament of the efforts of the student?
REFLECTION ON PERFORMANCE AND LEARNING OBJECTIVES	<ul style="list-style-type: none"> • Does the report show sufficient critical self-reflection on the learning process and the student's own performance at the workplace? • Does the report clearly indicate which learning goals were achieved and the manner in which they were achieved?



	<ul style="list-style-type: none"> Does the student reflect on the feedback given during the internship by colleagues and supervisors?
INSIGHTS IN RELATION TO THEORY AND PRACTICE	<ul style="list-style-type: none"> Does the report deal with the relationship between real- world practice and the knowledge acquired during the studies from an academic perspective? Does the student demonstrate insight into the connection between the theory from the programme and the work practice? In case of a research assignment: does the student use relevant theories?
STRUCTURE, COMPOSITION, STYLE	<ul style="list-style-type: none"> Does the report have a clear and logical structure? Is there a clear division into paragraphs and sections? Was the report written in correct English and edited carefully? Is the specialist terminology used carefully and accurately?
PROGRAMME SPECIFIC CRITERIA	<ul style="list-style-type: none"> Is there reflection on the extent to which the results of the internship (conclusions, advice, products, etc.) are in line with the goals, wishes or requirements and resources of the internship institution?
<input checked="" type="checkbox"/> applicable <input type="checkbox"/> not applicable	
LOG BOOKS	<ul style="list-style-type: none"> Are the log books clear and well organized? Were the log books turned in on time (every two weeks)? Did the student pay sufficient attention to self-reflection in the log books? Note: If the log books are not included, then the internship report must be evaluated as unsatisfactory
<input checked="" type="checkbox"/> applicable <input type="checkbox"/> not applicable	