

**APPENDIX TO INTERNSHIP ASSESSMENT FORM**  
MASTER INTERCULTURAL COMMUNICATION

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](mailto: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 internship report**

<b>FINAL EVALUATION</b>	<ul style="list-style-type: none"> <li>• Internship (reflection) report (60%)</li> <li>• Presentation (40%)</li> <li>• Final assessment (grade)</li> </ul>
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COMPONENT-	CLARIFICATION / CRITERIA
<b>Internship (reflection) report (60% of final grade)</b>	
<b>DESCRIPTION OF TASKS AND RESULTS</b>	<ul style="list-style-type: none"> <li>• Does the report give a clear overview of the student's tasks during the internship and the context in which they were performed?</li> <li>• Does the report give a clear description of the institution and the department where the student performed the internship (organisational chart)?</li> </ul>
<b>EVIDENCE OF TASKS AND ACHIEVEMENTS/RESULTS</b>	<ul style="list-style-type: none"> <li>• 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.)</li> <li>• 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?</li> </ul>
<b>REFLECTION ON PERFORMANCE AND LEARNING OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Does the report show sufficient critical self-reflection on the learning process and the student's own performance at the workplace?</li> <li>• Does the report clearly indicate which learning goals were achieved and the manner in which they were achieved?</li> </ul>



	<ul style="list-style-type: none"> <li>Does the student reflect on the feedback given during the internship by colleagues and supervisors?</li> </ul>
<b>INSIGHTS IN RELATION TO THEORY AND PRACTICE</b>	<ul style="list-style-type: none"> <li>Does the report deal with the relationship between real- world practice and the knowledge acquired during the studies from an academic perspective?</li> <li>Does the student demonstrate insight into the connection between the theory from the programme and the work practice?</li> <li>In case of a research assignment: does the student use relevant theories?</li> </ul>
<b>STRUCTURE, COMPOSITION, STYLE</b>	<ul style="list-style-type: none"> <li>Does the report have a clear and logical structure?</li> <li>Is there a clear division into paragraphs and sections?</li> <li>Was the report written in correct English and edited carefully?</li> <li>Is the specialist terminology used carefully and accurately?</li> </ul>
<b>PROGRAMME SPECIFIC CRITERIA</b>	<ul style="list-style-type: none"> <li>The internship report makes up 60% of the final grade.</li> <li>The remaining 40% is made up by a presentation – see the separate grading rubric below.</li> <li>Finally, the input from internship supervisor influences the final grade with +0,5 or -0,5.</li> </ul>
<input checked="" type="checkbox"/> applicable <input type="checkbox"/> not applicable	
<b>LOG BOOKS</b>	<ul style="list-style-type: none"> <li>Are the log books clear and well organized?</li> <li>Were the log books turned in on time?</li> <li>Did the student pay sufficient attention to self-reflection in the log books?</li> <li><b>Note: If the log books are not included, then the internship report must be evaluated as unsatisfactory</b></li> </ul>
<input checked="" type="checkbox"/> applicable <input type="checkbox"/> not applicable	

**PROGRAMME SPECIFIC CRITERIA – Assessment criteria presentation**

/40 => /10

Criteria	Comments	Grade
Main message		/10
Ability to synthesize, clear contextualization (presentation of the organization and the tasks), clear and complete description of intercultural communication in the organization		
Arguments		/10
Choice of academic sources, coherence, strength and clarity of reasoning, strength of methodology, relevance of data.		



Visualisation  As visual as possible presentation support, efficient and aesthetic, not too much text.		/10
Presentation skills  Respect of the guidelines (neither too long nor too short, in the language of the track), adapted to the audience, dynamic, clear and structured.		/10