

**APPENDIX TO INTERNSHIP ASSESSMENT FORM
RESEARCH MASTER LINGUISTICS**

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 from 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

Students prepare two documents at the end of their internship: (I) an internship report (referred to below as "report"); (II) an end product. The end product can take the shape of a paper, a research report, a pre-registration etc. It should be appropriate in the context of the particular internship.

Assessment criteria

FINAL EVALUATION	<ul style="list-style-type: none"> • General impression • Final assessment (pass/fail, do not provide a grade) • 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 provide an adequate summary of the results of the student's work?
EVIDENCE OF TASKS AND ACHIEVEMENTS/RESULTS	<ul style="list-style-type: none"> • Do the internship report and the end product offer enough and plausible evidence of the tasks performed, the achievements and results? • 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? • 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 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"> • Did the student demonstrate the ability to critically engage with the task that was set during the internship? • Has the student demonstrated the ability to professionally apply knowledge of the field in the context of the internship? • Has the student demonstrated they can communicate their research activities as well as the results of their activities to an appropriate audience? • Does the end product meet the relevant standards of the discipline?
LOG BOOKS <input type="checkbox"/> applicable <input type="checkbox"/> not applicable	