



## Grading Sheet Non-academic Internship (UCACCINT21)

Please make sure to complete all internship forms digitally.

### Next steps:

- Complete part A yourself
- Have your host supervisor complete and sign part B
- Forward your grading sheet and your internship reflection report to the UCU Futures Centre ([ucu.futures@uu.nl](mailto:ucu.futures@uu.nl)) within two weeks upon completion of your internship.
- The UCU Futures Centre will complete and sign part C of the grading sheet, and return the completed document to you(cc to the Registrar's Office for further administration of your internship results)

### A. General Information

To be filled in by the student/intern

Student name

Student number

UCU Tutor

Internship host organisation

Internship host supervisor

Internship topic

Internship reflection report submitted to UCU Futures Centre on (date)



**B. Internship host's evaluation**

To be completed by the host supervisor

Description and assessment of the intern's daily performance in organization

Evaluation of the intern's learning goals (as identified in the internship proposal)

Suggestion for grade (A-F)

Excellent A

Good B

Pass C

Poor D

Very poor F (Fail)

Date

Name host supervisor

Signature

**C. Evaluation and grading by UCU Futures Centre**

Based on reflection report and host supervisor's evaluation. Assessment criteria (use + / +- / - / n.a. )

Reflection on performance in daily activities

Reflection on personal learning goals



Connection with UCU curriculum based on reflection report

Comments/Evaluation

Final grade

Pass

Fail

Date

Name UCU coordinator

Signature