

**APPENDIX TO INTERNSHIP ASSESSMENT FORM  
MASTER ARTS AND SOCIETY**

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**

<b>FINAL EVALUATION</b>	<ul style="list-style-type: none"> <li>• General impression</li> <li>• Final assessment (grade)</li> <li>• Justification of the assessment</li> </ul>
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COMPONENT	CLARIFICATION / CRITERIA
<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?</li> </ul>
<b>EVIDENCE OF TASKS AND ACHIEVEMENTS/RESULTS</b>	<ul style="list-style-type: none"> <li>• Does the report give an account of output that demonstrates what the student has achieved during the internship, either in the main text or through attached work products? (See programme-specific criteria below.)</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> <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> </ul>



	<ul style="list-style-type: none"> <li>• Does the student demonstrate insight into the connection between the theory from the programme and the work practice?</li> <li>• Does the student make use of relevant methodologies and 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>• Was the report written in correct English and edited carefully, with citations where appropriate?</li> <li>• Is specialist terminology used carefully and accurately?</li> </ul>
<b>PROGRAMME SPECIFIC CRITERIA</b>	<ul style="list-style-type: none"> <li>• We welcome extra documentation in an appendix that records output such as a research report, articles, flyers, programme website, podcasts, policy pieces, etc. to further show engagement and research output during the internship. A logbook or journal may also serve this purpose.</li> <li>• The extra documentation is evaluated based upon its connection to the tasks, achievements, and learning goals of the internship as stated in the report, and its justified relation to themes and topics covered in the MA programme.</li> </ul>
X 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>• Do the entries demonstrate self-reflexivity?</li> </ul>
X applicable <input type="checkbox"/> not applicable	