Universiteit Utrecht

APPENDIX TO INTERNSHIP ASSESSMENT FORM
RESEARCH MASTER MUSICOLOGY

The overview below is a clarification of the assessment form for the Master's-level internship report. 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 as satisfactory.

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's 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	• General impression • Final assessment (grade) • Justification of the assessment

COMPONENT	CLARIFICATION / CRITERIA
DESCRIPTION OF TASKS AND RESULTS	• 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 organisation in which the student performed the internship (organisational chart)?
EVIDENCE OF TASKS AND ACHIEVEMENTS/RESULTS	• Does the student offer sufficient and concrete evidence of the tasks performed, the achievements and results (such as reports, articles, flyers, podcasts, policy briefs, etc)? • For work not resulting in archivable products, does the reflection on performance and the feedback of the internship supervisor provide sufficient and plausible testimony to the efforts and achievements of the student?
REFLECTION ON PERFORMANCE AND LEARNING OBJECTIVES	• 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	• Does the report deal with the relationship between real-world practice and knowledge acquired during the studies from an academic perspective? • Does the student demonstrate insight into the connection between theory from the programme and practice in the workplace?
STRUCTURE, COMPOSITION, STYLE	• 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 specialist terminology used carefully and accurately?
PROGRAMME SPECIFIC CRITERIA X applicable ☐ not applicable	• Is an overview/list of internship products and results added to the appendix? • Are revelant samples of internship products added in the appendix? • Is the research report handed in (see criteria below; separate grade that contributes to the final internship grade)?
LOG BOOKS X applicable ☐ not applicable	• Are the log books clear and well organised? • Were the log books turned in on time? • Did the student pay sufficient attention to self-reflection in the log books?

PROGRAMME SPECIFIC CRITERIA

The feedback for the research report falls under 'programme specific criteria' in the assessment form. The form below is for the evaluation of research report at the (Research) Master's level. It should be filled in by the supervising lecturer. Provide feedback for each component and a general evaluation for each category (unsatisfactory, satisfactory or good).

FINAL EVALUATION	
grade	

COMPONENT	FEEDBACK
PROBLEM STATEMENT ☐ unsatisfactory ☐ satisfactory ☐ good	Was the statement of the problem formulated clearly? Were the sub-topics logically derived from the main topic? Was the research topic sufficiently focused, and was the reasoning behind this focus explained in the paper? Is the academic and/or social relevance of the research clearly stated?
ACADEMIC FRAMEWORK ☐ unsatisfactory ☐ satisfactory ☐ good	Are the sources relevant, representative and of sufficient academic quality? Are the sources discussed critically? Are the main theoretical concepts/terms clearly defined? Has the student applied the theory to an analytical model, interpretation strategy or research hypothesis?
METHODOLOGY ☐ unsatisfactory ☐ satisfactory ☐ good	Are the research methods used adequately to address the statement of the problem? Are they used in the correct manner?
CONTENT ☐ unsatisfactory ☐ satisfactory ☐ good	Does the research display sufficient analytical depth? Is there a good balance between description and analysis? Is there enough cross-referencing between the student's own research results and the literature/theory? Does the conclusion answer the main question? Does the student reflect critically on his/her own approach and does he/she make suggestions for further research?
OUTLINE AND STRUCTURE ☐ unsatisfactory ☐ satisfactory ☐ good	Is the information presented in a logical order (for example: introduction/theoretical context, question, method, results, discussion)? Is there a clear division into chapters and paragraphs?
SOURCES: USE AND CITATION ☐ unsatisfactory ☐ satisfactory	Is the citation of sources adequate? Are the references used correctly? Are the references to the literature and primary sources cited accurately and in accordance with the rules generally used in the field (MLA, Chicago Manual of Style, APA)?

□ good	
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COMPOSITION, STYLE □ unsatisfactory □ satisfactory □ good	Was the report written in correct English and edited carefully? Is the report legible and easy to understand for the target group? Is the specialist terminology used carefully and accurately?
LAYOUT □ unsatisfactory □ satisfactory □ good	Is the design and layout in accordance with study programme guidelines?