At least two weeks before the end of the training period, the internship supervisor is requested to fill out this form and return it to the lecturer from Utrecht University who is acting as internship instructor. The instructor will then contact the supervisor to discuss and evaluate the performance of the student during the internship. After this consultation, and once the final grade has been determined, the form is also send to the student.
The instructor from Utrecht University is responsible for the final assessment and grading of the internship. The instructor will take into account the feedback and evaluation of the daily supervisor. This form is the basis for a conference between supervisor and instructor about the performance of the student during the internship. Please fill out this form in as much detail as possible, in order to give a good indication of the student’s achievements.

<table>
<thead>
<tr>
<th>ATTITUDE</th>
<th>☐ insufficient ☐ sufficient ☐ good</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Effort &amp; motivation</td>
<td>involvement; enthusiasm; effort; active participation; seizing learning opportunities; creativity, perseverance</td>
</tr>
<tr>
<td></td>
<td>feedback:</td>
</tr>
<tr>
<td>b. Independence</td>
<td>planning; structured and independent work; meeting deadlines; keeping agreements; showing initiative; capable of justifying choices</td>
</tr>
<tr>
<td></td>
<td>feedback:</td>
</tr>
<tr>
<td>c. Collaboration</td>
<td>Integration in the team; listening; active participation; receiving feedback/criticism; giving feedback; flexibility</td>
</tr>
<tr>
<td></td>
<td>feedback:</td>
</tr>
<tr>
<td>d. Accuracy</td>
<td>completeness; clear notes and reports; professional finishing of products; careful dealing with information</td>
</tr>
<tr>
<td></td>
<td>feedback:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACADEMIC SKILLS</th>
<th>☐ insufficient ☐ sufficient ☐ good</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Knowledge</td>
<td>level of knowledge, application of knowledge, insight in structure and organisation of future field of employment</td>
</tr>
<tr>
<td></td>
<td>feedback:</td>
</tr>
<tr>
<td>b. Problem solving</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td></td>
</tr>
<tr>
<td><em>identifying problem; translation to concrete questions and proposals to solve problem</em></td>
<td></td>
</tr>
<tr>
<td>feedback:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Reflection &amp; self management</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>critical attitude towards own functioning; insight in shortcomings; ability to adapt</em></td>
</tr>
<tr>
<td>feedback:</td>
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</tbody>
</table>

<table>
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<tr>
<th>d. Communication skills (oral and in writing)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Correct use of Dutch/English; knowledge of jargon; communication style</em></td>
</tr>
<tr>
<td>feedback:</td>
</tr>
</tbody>
</table>

**PRACTICAL ACCOMPLISHMENTS**

<table>
<thead>
<tr>
<th>□ insufficient</th>
<th>□ sufficient</th>
<th>□ good</th>
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<table>
<thead>
<tr>
<th>a. Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>feedback:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Tempo</th>
</tr>
</thead>
<tbody>
<tr>
<td>feedback:</td>
</tr>
</tbody>
</table>

**OTHER REMARKS**

**GLOBAL ASSESSMENT**

<table>
<thead>
<tr>
<th>□ insufficient</th>
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<th>□ good</th>
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**Motivation:**