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| **ASSESSMENT COVER PAGE** | |
| STUDENT | **NAME** |
| **NUMBER** |
| **PROGRAM** |
| COMPANY | **NAME** |
| **AREA(S) OF OPERATION** |
| **ADDRESS** |
| EMPLOYER / SUPERVISOR | **NAME, SURNAME** |
| **STATUS / TITLE** |
| ACADEMIC ADVISOR | **NAME, SURNAME** |
| **STATUS / TITLE** |
| **DEPARTMENT(S) /AREAS IN WHICH INTERN WORKED** |  |
| **STARTING DATE: COMPLETION DATE:**    **TOTAL NUMBER OF WORKING DAYS:** | |
| Dates, Signatures, Stamps | |

**Internship Assessment**

Evaluation Scale:

1: Did not meet requirements. 2: Below average in satisfying requirements. 3: Satisfied requirements.

4: Above average in satisfying requirements 5: Outstanding / exceptional performance.

N/A: Not possible to assess due to lack of information or relevance.

Satisfactory (S) : 3.00 – 5.00

Unsatisfactory (U): 0.00 – 2.99

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. During the internship, the student demonstrated: | **5** | **4** | **3** |  | | **2** | **1** | **N/A** |
| 1. **Professional responsibility** (e.g. attendance, dress, awareness of and adherence to workplace regulations). |  |  |  |  | |  |  |  |
| 1. **Professional ethics and social and civic responsibilities** (awareness of ethical and social areas of relevance to the field and to the workplace, and to behaviour and conduct in professional life more generally). |  |  |  |  | |  |  |  |
| 1. **Professional autonomy** (able to work independently, take initiative, self-organize and generally work well with minimum support and supervision). |  |  |  |  | |  |  |  |
| 1. **Time Management Skills (**timelytask completion, distribution and prioritising of time, punctuality, etc.) |  |  |  |  | |  |  |  |
| 1. **Teamwork Skills** (working harmoniously with others, interacting positively and constructively with colleagues etc.) |  |  |  |  | |  |  |  |
| 1. **Communication Skills** (able to convey ideas and suggestions, understand instructions, respond to questions and instructions in a professional manner). |  |  |  |  | |  |  |  |
| 1. **Analytic, critical thinking and problem-solving skills** (able to evaluate and respond to day-to-day work related issues and problems with original insights based on evidence and date, and make relevant proposals) |  |  |  |  | |  |  |  |
| 1. **Technical Knowledge and Skills** (as relevant to the field in general and the workplace in specific and showing the ability to transfer classroom learning into work environment). |  |  |  |  | |  |  |  |
| 1. **Continuous learning and development** (desire and interest to learn more about the field, the organisation, and develop higher levels of knowledge and skills). |  |  |  |  | |  |  |  |
| B: After the internship, the student demonstrated: |  |  |  |  | |  |  |  |
| 1. **Composition and reporting skills** (structuring and formatting a formal report). |  |  |  |  | |  |  |  |
| 1. **Critical reflection skills** (evaluating the experience in both written and spoken form, through the report, self-assessment form, and jury. |  |  |  |  | |  |  |  |
| 1. **Planning and Further Development** (the ability to identify future targets and methods for achieving them). |  |  |  |  | |  |  |  |
| C: *Faculty /School specific items can be added below if desired.* |  |  |  |  | |  |  |  |
| D: Weighted Average Grade |  | | | | | | | |
| E: Overall Final Grade | **S** | | | | **U** | | | |
| **Further Comments and Recommendation** | | | | | | | | |