Evaluation Form Professional Internship

(0) Guidelines to complete the document

Each of the aspects is evaluated by **marking the appropriate level** (NS, S, D, GD or GGD) **with a cross** (X). These are then **combined into a single overall grade** (0-20). The levels are defined as follows:

|  |  |  |
| --- | --- | --- |
| **Abbreviation** | **Explanation** | **Grade Fork** |
| NS | Insufficient  The professional internship has **severe shortcoming** (e.g. grave errors during daily work, written report contains too many mistakes) | < 10/20 |
| S | Sufficient |  |
| **Poor quality** but acceptable because there are not severe shortcomings that undermine the work too hard (e.g. daily work was too shallow or contained mistakes, lack of clarifying during oral presentation). | 10/20 – 11/20 |
| **Acceptable** professional internship (e.g. shallow daily work, but valid results and good work ethics). | 12/20 |
| D | Distinction  **Good** professional internship in which the basic requirements have been met but with some shortcomings. | 13/20 – 14/20 |
| GD | Great Distinction  **Very good** professional internship which may contain limited shortcomings. | 15/20 – 16/20 |
| GGD | Greatest Distinction  **Excellent** professional internship in which the students exceeds the expectations (e.g. very independent daily work, showing considerable initiative, flawless internship report save a couple of details, capable of effortlessly answering questions that probe a deeper insight into the matter). | 17/20 – 18/20 |
| **Outstanding** professional internship. | 19/20 – 20/20 |

Each Internship report is read and evaluated by **the internship and the academic supervisor** by using Form (1).

The **internship supervisor** evaluates the daily work of the intern using Form (2).

The jury as a whole evaluates the presentation and oral defence of the student using Form (3).

Each overall grade on each of the three forms **must** be accompanied by a comment.

Contributions of partial grades:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Internship coordinator** | **Internship supervisor** | **Academic supervisor** | **Total (%)** |
| Internship report | - | 30 | 25 | 55 |
| Daily work | - | 25 | - | 25 |
| Presentation and discussion | 20 | | | 20 |
|  |  | | | 100 |

Master student’s name:

Academic year:

(1) Evaluation of the Written Text of the Internship Report

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **NS** | **S** | **D** | **GD** | **GGD** |
| 1. Introduction of the internship organisation (internship organisation is accurately represented, with attention to specific topics related to the professional internship) |  |  |  |  |  |
| 2. Formulation of the objectives (the objectives are formulated in an objective and correct manner and are related to the activities of the internship organisation) |  |  |  |  |  |
| 3. Logical structure and methodology (the structure and methods are described in detail - they are suitable for answering the stated objectives) |  |  |  |  |  |
| 4. Scientific correctness (the methods of data analysis have been applied correctly and lead to well-founded statements about the intended objectives of the professional internship) |  |  |  |  |  |
| 5. Discussion and conclusions (the results are discussed in an integrated way, framed in the context of the formulated objectives - the student can summarise the findings in clear conclusions) |  |  |  |  |  |
| 6. Reflections (the student shows the ability to critically reflect upon the professional internship towards (1) the internship organisation, (2) the Master’s programme, and (3) the own actions and personal development) |  |  |  |  |  |
| 7. Language use and style (the text is carefully and concisely edited in a (scientific and) correct language - the report is structured and clearly presented with a sense of completeness and precision) |  |  |  |  |  |
|  |  |  |  |  |  |
| **8. Overall grade** |  |  |  |  |  |

Comments:

Date:

Name internship/academic supervisor:

Signature internship/academic supervisor:

Master student’s name:

Academic year:

(2) Assessment of Daily Work

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **NS** | **S** | **D** | **GD** | **GGD** |
| 1. Acquiring and applying technical knowledge (the student quickly learns a new technique/assignment and can then - to a certain extent - use it independently) |  |  |  |  |  |
| 2. Efficiency, reliability and accuracy in the internship organisation, planning and processing (the student works independently, taking into account the difficulty level of the internship work - he or she carefully fulfils agreements with supervisor and/or other colleagues) |  |  |  |  |  |
| 3. Critical sense (the student questions the own results and findings in a scientifically correct way and knows the limitations of the techniques the student is working with) |  |  |  |  |  |
| 4. Cooperation (the student is a team player, integrates efficiently into the internship organisation and communicates fluently with the supervisor, other team members and colleagues) |  |  |  |  |  |
| 5. Attitude on the work floor (the student assumes a polite and professional attitude, meets practical agreements, takes account of the code of conduct and common rules applicable within the internship organisation) |  |  |  |  |  |
|  |  |  |  |  |  |
| **6. Overall grade** |  |  |  |  |  |

Comments:

Date:

Name internship supervisor:

Signature internship supervisor:

Master student’s name:

Academic year:

(3) Evaluation of the Presentation and Discussion

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **NS** | **S** | **D** | **GD** | **GGD** |
| 1. Quality of the presentation (the presentation is well-structured, clear and within the set time frame - the student uses language neatly and correctly) |  |  |  |  |  |
| 2. Quality of the answers (the student answers convincingly to the questions - the answers show insight, are clearly constructed and refer to the work done in the internship organisation) |  |  |  |  |  |
| 3. General attitude during presentation and defence |  |  |  |  |  |
|  |  |  |  |  |  |
| **4. Overall grade** |  |  |  |  |  |

Comments:

Date:

Name & signature chairman of the jury: