

## Appendix 3: Internship Assessment Form

Student name:

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Student number: .....

Internship (name / address):

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 .....  
 .....

The PSTS internship is assessed on the basis of a set of 3 categories, where each category comprises of a detailed set of elements (see: below).

The UT supervisor of the internship (partly in consultation with the supervisor in the organisation/company) are to give an assessment (score 1-100) per element (and thus per category) with the help of a "rubric".

The general meaning of the scores is as follows

Assessment score	Grade	Meaning
≤ 54	< 6	Insufficient
55-64	6	Sufficient
65-74	7	More than sufficient
75-84	8	Good
85-94	9	Very good
95-100	10	Excellent, outstanding

- The final mark is to be determined on the basis of the total number of points per element/category
- Weighing factors apply to the categories. Points are to be assigned on the basis of these weighing factors.
  - o Score (0-100) **Student's performance in the organisation/company (20%)**  $[(1+2)/2]*2 = A$
  - o Score (0-100) **Supervisor's observation on the process (20%)**  $[(1+2+3+4+5+6+7)/7]*2 = B$
  - o Score (0-100) **Internship report (60%)**  $[(1+2+3+4+5+6+7+8+9+10)/10]*6 = C$
- The calculation method to be used for the conversion of the scores per element/category into points and subsequently into the mark without rounding and the rounded final mark.
  - o  $(A + B + C) / 100 =$  final mark without rounding
  - o  $\geq 0.5$  implies: round up.

Student's performance in the organisation/company (1-2)		Score per element (0-100)	Comments
<b>1. Professional behaviour/functioning</b>			
1.1	Collegial collaboration		
1.2	Dealing with feedback		
1.3	Motivation.		
1.4	Professional attitude		
1.5	Quality of performed tasks		
1.6	Personal growth		
1.7	Ability to come up with (useful) recommendations		
<b>Partial score category 1 (sum of scores on 1.1-1.7) / 7</b>			
<b>2. Quality and usability of the submitted report/research/assignment</b>			
2.1	To what extent has/have the research/assignment(s) fulfilled the organisation's/company's needs?		
2.2	To what degree are the outcomes of the research/assignment(s) useful to the organisation/company?		
<b>Partial score category 2 (sum of scores on 2.1-2.2) / 2</b>			

<b>Total score: Student's performance in the organisation / company</b> [(partial score 1 + partial score 2) / 2]			
* 2 (because of a weight of 20%)			<b>A</b>

UT supervisor's observations		Score per element (0-100)	Comments
1.	Level of independence and self-reliance		
2.	Dedication and initiative		
3.	Ability to reflect and to deal with feedback		
4.	Ability to deal with setbacks		<b>If applicable</b>
5.	Capacity to find solutions to problems		<b>If applicable</b>
6.	Ability to complete the internship and the report within the scheduled time		
7.	Good contact and pleasant communication with all internship's stakeholders involved		

<b>Total score: UT supervisor's observations</b> [(sum of scores on 1-7) / 7] <b>OR</b> [(sum of scores on 1-7) / 5] (in case the items 4 and 5 were not applicable)			
* 2 (because of a weight of 20%)			<b>B</b>

<b>Internship report</b>	<b>Score per element (0-100)</b>	<b>Comments</b>
1. Adequate description of the context (organisation/company, positioning in the organisation/company).		
2. Description of the performed tasks and roles.		
3. Clear description of the formulated learning objectives.		
4. Description and reflection to which extent these learning objectives have been reached (illustrated with so-called specific “learning moments” in this respect).		
5. Description of the research problem(s) and/or assignment(s) and (if applicable) the results of this research and/or assignment(s) (if applicable).		
6. Description of whether and how the internship contributed to the student’s future ambitions.		
7. Reflection on the nature, level and outcomes of the internship.		
8. Logic and consistent design and structure.		
9. Correct use of (academic style) language.		

<b>Total score: Internship report</b>	<b>[(sum of scores on 1-10) / 10]</b>	
	<b>* 6</b> (because of a weight of 60%)	<b>C</b>

<b>Student’s performance in the organisation/company</b>	<b>A</b>	
<b>UT supervisor’s observations</b>	<b>B</b>	
<b>Internship report</b>	<b>C</b>	

The calculation method to be used for the conversion of the scores per element/category into points and subsequently into the mark without rounding and the rounded final mark.

$$o (A + B + C) / 100 = \text{final mark without rounding}$$

$o \geq 0.50$  implies: round up.

<b>Final Grade:</b>	
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