

UNIVERSITY OF TWENTE.

Appendix 3: Internship Assessment Form

Student name:

Student number:

Internship (name / address):

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The PSTS internship is assessed on the basis 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) will grade each element (score 1-100), and thus per category.

- The final mark is to be determined on the basis of the total number of points per element and category.
- Weighting factors apply to the categories. Points are to be assigned on the basis of these weighting factors.
 - Score (0-100) **Student's performance in the organisation/company (20%) [(1+2)/2]*2 = A**
 - Score (0-100) **UT supervisor's observations (20%) [(1+2+3+4+5+6+7)/7]*2 = B**
 - Score (0-100) **Internship report (60%) [(1+2+3+4+5+6+7+8+9)/9]*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.
 - $(A + B + C) / 100 =$ final mark without rounding
 - ≥ 0.5 implies: round up.

A. Student's performance in the organisation/company		Score per element (0-100)	Comments
1. Professional behaviour/functioning			
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 valuable contributions to the organisation/company		
Partial score category 1 (sum of scores on 1.1-1.7) / 7			
2. Quality and usability of the submitted report/research/assignment			
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?		
Partial score category 2 (sum of scores on 2.1-2.2) / 2			

Total score: Student's performance in the organisation/company [(partial score 1 + partial score 2) / 2]		
* 2 (because of a weight of 20%)		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		
5. Capacity to find solutions to problems		
6. Ability to complete the internship and the report within the scheduled time		
7. Good contact and professional communication with internship stakeholders		

Total score: UT supervisor's observations [(sum of scores on 1-7) / 7]		
* 2 (because of a weight of 20%)		B
C: Internship report		
C: Internship report	Score per element (0-100)	Comments
1. Description of the context (organisation/company, positioning in the organisation/company)		
2. Description of the performed tasks and roles		

3. Description of the formulated learning objectives		
4. Description and reflection on the extent to which these learning objectives have been reached (illustrated with examples, for instance specific “learning moments”)		
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. Ability to come up with valuable contributions to the organisation/company		
8. Logical structure and consistent presentation, including references for any sources used		
9. Correct use of (academic style) language		

Total score: Internship report	[(sum of scores on 1-9) / 9]	
	* 6 (because of a weight of 60%)	C

Student’s performance in the organisation/company	A	
UT supervisor’s observations	B	
Internship report	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 after that the rounded final mark to the nearest full or half grade:

- $(A + B + C) / 100 =$ final mark without rounding
- Rounding should be done according to the following example scheme:

Calculated grade:	Final rounded grade:
> 7.00 and < 7.25	7.0
> 7.25 and < 7,75	7.5
> 7.75 and < 8.00	8.0
- Except for the grade 5.5; this must be rounded to 6.0

Final Grade:	
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