**Appendix 1: organisation’s substantiated assessment and advice to the intern**

*To be completed by the organisation supervisor (where applicable)*

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| --- | --- |
| Student’s name: |  |
| Student number: |  |
| Organisation: |  |
| Organisation supervisor: |  |
| UT supervisor: |  |

**Assessment by the internship organisation/external supervisor**

Provide a substantiated assessment of the intern for the components/criteria indicated below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Internship product** | | **Assessment (1.0-10.0):** | |  | | --- | |  | | |
| *<6 = Unsatisfactory, 6 = Adequate, 7 = More than adequate, 8 = Good, 9 = Very good, 10 = Excellent*  Criteria:   * To what degree does the internship product fulfil a perceived need of the organisation? * To what degree is the internship product (now or in the future) potentially useful? * To what degree did the intern realise the goal as articulated in the internship plan? * To what degree did the intern make relevant recommendations for the organisation? * To what degree are the intern’s recommendations feasible? | | | | |
| ***Comments/substantiation of assessment Internship product:*** | | | | |
| **Process and functioning of the student** | | **Assessment (1.0-10.0):** | |  | | --- | |  | | |
| *<6 = Unsatisfactory, 6 = Adequate, 7 = More than adequate, 8 = Good, 9 = Very good, 10 = Excellent*  Criteria:   * To what degree did the intern plan the internship and the internship product independently and proactively? * To what degree did the intern introduce themselves proactively to the organisation and familiarise with your organisation? * To what degree was the intern able to formulate good (SMART) learning goals for the internship period in the particular internship organisation? * To what degree was the intern’s work meticulous and quality-conscious, whereby the agreements made were kept? * To what degree was the intern able to deal with and process feedback on their own actions? * Did the intern prove capable of adjusting the process in the event of any stagnations? * To what degree is the realisation of the internship project due to the intern’s own initiative, insight and application? | | | | |
| ***Comments/substantiation of assessment Process and functioning of the student:*** | | | | |
|  | | | | |
| ***What compliment and/or advice would you like to give this intern for the future?*** | | | | |
| Date: | Signature of the organisation supervisor: | | |