Appendix B

# EVALUATION FORM OF THE SUPERVISOR AT THE HOST ORGANISATION

*The following is an example that ought to be modified prior to use according the specific study programme and the internship course’s content.*

**Trainee’s data**: (*to be filled in by the trainee*) First and family name:

Student code:

Study programme code:

## Details of the host organisation: Name:

Country:

Registration code:

Website address:

## Supervisor’s name:

Name: Position:

Contact telephone: Contact e-mail:

**Internship duration**: date– date, total amount hours per week, amount weeks.

## Objectives of the internship:

*To be filled by the Head of Study Programme/Study Programme Manager according to syllabus contents.*

## Example 1

1. Obtain work experience and skills for independent work in the field.
2. Participate in the daily work of the structural unit, develop teamwork skills and solve professional assignments.
3. Apply knowledge gained through studies to fulfil specific work assignments that correspond to the subject’s learning outcomes.

## Example 2

The internship aims to utilise the knowledge and skills obtained at the university in the real work environment. The internship thereby helps to understand the relationship between public administration theory and its daily utilisation.

## Learning outcomes of the internship:

*Filled by the Internship Coordinator according to the study programme contents.*

## Example 1

The student who completes internship:

1. Knows the company’s activity, management, production, work and salary administration, accounting, financial management and marketing aims and characteristics.
2. Knows how to apply the knowledge and skills obtained through studies in fulfilling specific work assignments in management, marketing, accounting and financial management fields that correspond to learning outcomes of the subject.
3. Has obtained experiences permitting participation in the daily work of the structural unit and experienced working as a team member.

## Example 2

The student who completes internship:

1. Knows well policy regulations concerning the internship organisation (chief legislation, development programmes and other policy documents) as well as the field’s leadership or policy implementation systems;
2. Analyses the organisation’s main tasks and their role in the policy development and implementation cycle as well as state administration structure;
3. Critically evaluates the organisation’s structure, social role, administrative capacities as well as connection to interest groups emphasising the organisation’s strengths, weaknesses, opportunities and threats;
4. Is capable of isolating public administration specific problems related to the workplace and associate the problems with the broader public administration context. In other words, knows how to associate theoretical knowledge with practical experience as well as explain their disparity.
5. Is capable of creating a written analytical text which is based on a practical case that creates a relationship between public administration theory and practice.

## Content of internship, main tasks:

*To be filled in by the supervisor at the host organisation*

## Supervisor’s evaluation of the trainee’s activity:

**The level of knowledge required for performing the internship tasks was adequate:**

* Fully agree ☐ Rather agree ☐ Partly agree ☐ Rather disagree ☐ Fully disagree Explanatory text

## The level of skills required for performing the internship tasks was adequate:

* Fully agree ☐ Rather agree ☐ Partly agree ☐ Rather disagree ☐ Fully disagree Explanatory text

## The trainee’s attitude towards work (e.g. fulfilment of the tasks set, compliance with deadlines) was adequate:

* Fully agree ☐ Rather agree ☐ Partly agree ☐ Rather disagree ☐ Fully disagree Explanatory text

## The trainee’s ability to adapt to the working environment, collective and his or her own role in the host organisation was adequate:

* Fully agree ☐ Rather agree ☐ Partly agree ☐ Rather disagree ☐ Fully disagree Explanatory text

## How well did the trainee succeed in achieving the learning outcomes 1?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Need not be repeated, if the outcomes have been recorded on the first page of the form* | **Excellent** | **Very Good** | **Good** | **Sufficient** | **Weak** |
| **1. learning outcome** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **2. learning outcome** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **3. learning outcome** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **4. learning outcome** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **5. learning outcome** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **6. learning outcome** | ☐ | ☐ | ☐ | ☐ | ☐ |

1 Place an x in the required field

## What were activities/tasks the student was good at; what are the areas that need to be developed:

|  |  |
| --- | --- |
| **Strengths** | **Development areas** |
| list | list |

**Would you accept students for traineeship also in future, why?**

Explanatory text

**Suggestions and comments concerning the organisation of traineeship by the University (***timing, supervision by the University, guidelines, etc.):*

Explanatory text

*The completed evaluation form shall be signed either digitally or by hand.*