Evaluation form of the supervisor at the host organisation

*The following is a sample that must be modified according to the specific content of the study programme and internship before use.*

Intern details: (to be completed by the intern)

First and last name: First and last name

Student Code: student code

Study programme code: study programme code.

School, department: school, department

Details of the internship host:

Name: Name of the internship host

Field of activity: field of activity

Website address: site

**Supervisor name:** First and last name

position: position

contact details: phone, e-mail

Duration of the internship: select date - select date, number of hours hours per week, number of weeks weeks.

Aims of the internship (example):

The general aim of the internship is to consolidate and deepen the knowledge acquired in the basic and specialty subjects through practical work, and to prepare the student to succeed in an actual professional work environment.

Learning outcomes of the internship (example):

* Knows how the internship host is organized and about the structural units related to the intern’s field(s) of study;
* Knows the main processes of the internship host and is able to submit proposals for their improvement in areas related to the intern’s field of study;
* Is able to apply theoretical knowledge acquired in school to practical work;
* Etc.

Content of the internship, main tasks:

|  |
| --- |
| To be completed by the internship supervisor  |

Supervisor's assessment of the intern's activities:

The level of knowledge required to perform tasks during the internship was sufficient:

[ ]  Strongly agree [ ]  Rather agree [ ] Partially agree [ ]  Rather disagree [ ]  Strongly disagree

Explanatory text

The level of skills was sufficient to complete tasks during the internship:

[ ]  Strongly agree [ ]  Rather agree [ ] Partially agree [ ]  Rather disagree [ ]  Strongly disagree

 Explanatory text

The intern's attitude towards the work (e.g. performance of set tasks, adherence to deadlines) was sufficient:

[ ]  Strongly agree [ ]  Rather agree [ ] Partially agree [ ]  Rather disagree [ ]  Strongly disagree

Explanatory text

The intern's ability to adapt to the work environment, the team and their role with the internship host was sufficient:

[ ]  Strongly agree [ ]  Rather agree [ ] Partially agree [ ]  Rather disagree [ ]  Strongly disagree

Explanatory text

How well was the intern able to achieve the learning outcomes of the internship[[1]](#footnote-1)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *It is not necessary to specify the learning outputs again if they are correctly written on the first page of the form*  | **excellent** | **very good** | **good** | **sufficient** | **insufficient** |
| **Learning outcome 1** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Learning outcome 2** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Learning outcome 3** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Learning outcome 4** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Learning outcome 5** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Learning outcome 6** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Activities/tasks the intern is strong in, areas that require development:

|  |  |
| --- | --- |
| **STRENGTHS**  | **Areas for development**  |
| * list
 | * list
 |

Would you continue to accept students as interns, and why?

Explanatory text

Proposals and remarks regarding the university’s organization of the internship *(timing, supervision by the university, instructional material, etc.)*:

|  |
| --- |
| Explanatory text |

*The completed evaluation form is signed digitally or by hand.*

1. Mark the answer with an x [↑](#footnote-ref-1)