Annex 3

to Dean’s order No 1-24/240 of 29.09.2024

**Evaluation form of the supervisor at the host organisation**

*In this document, we ask the internship supervisor to assess the performance of the student at the host organisation. The input will be used as a basis for assessing the student’s internship performance and for developing the study programme.*

|  |  |
| --- | --- |
| Intern’s name |  |
| Host company/ organisation |  |
| Internship supervisor’s name, position and contact details  |  |

|  |
| --- |
| Content of internship, core tasks |
|  |

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| --- |
| Assessment of student’s professional preparation, performance of duties during the internship and readiness for the labour market  |
| *How do you rate the student’s level of knowledge and skills acquired so far?**How do you rate the student’s contribution and development during the internship?**Would you be willing to offer a job to the student?* |

|  |  |
| --- | --- |
| Competence | Rating and comment |
| Ability to choose and apply appropriate techniques and methods to solve work tasks |  |
| Ability to use, find and interpret professional information |  |
| Ability to explain and argue for the choices and decisions made |  |
| Ability to plan time and organise work |  |
| Independent work skills |  |
| Teamwork skills |  |
| Self-expression and communication skills |  |

|  |  |
| --- | --- |
| What is your overall assessment of the student’s internship performance? | [ ] Excellent |
| [ ] Very good |
| [ ] Good |
| [ ] Satisfactory |
| [ ] Poor |

|  |
| --- |
| Suggestions, recommendations and notes on the organisation of internship: |
| *Should TalTech pay more attention to the instruction of a student before internship? If yes, what exactly should be done?**What recommendations would you give to other supervisors at the host organisation?**Other* |

*Thank you!*

Signature: ……………………………………………… /signed digitally/

Date: .………………………………………… /date of digital signature/