



THE EVALUATION GRID OF THE INTERNSHIP*

Sending Institution : _____

Receiving Institution : _____

Student's name : _____

Supervisor : _____

Position : _____

Elements to be evaluated	Tick as appropriate	Evaluation <small><i>N=cannot be observed, assessed or is not relevant in the work area</i></small>
KNOWLEDGE		
<ul style="list-style-type: none"> Knowledge of the techniques in working with information 		4 = Mastery of the techniques and tools 3 = Partial use of the techniques and tools 2 = Incapable of using the techniques and tools without permanent help 1 = No efficient application
<ul style="list-style-type: none"> Knowledge of the specific vocabulary of the work area 		4 = Mastery of the relevant vocabulary 3 = Sufficient knowledge of the current specific vocabulary 2 = Limited use of the specific vocabulary 1 = Irrelevant vocabulary
NOTES : _____ _____ _____		
ACTIVITIES		
<ul style="list-style-type: none"> Recognizing the users' needs 		4 = Capable to process the user's question or problem 3 = Capable to listen, but having difficulties interpreting the needs 2 = Despite listening incapable of discerning the essential 3 = Misinterprets the user's problem
<ul style="list-style-type: none"> Analyzing a simple situation 		4 = Identifies the different elements of the situation and makes connection between them 3 = Understands partly some elements of the situation 2 = Inaccurate perception of the elements of the situation 1 = Incapable of identifying the characteristics of a simple situation
<ul style="list-style-type: none"> Choosing the right solution 		4 = Offers solutions taking into consideration all the variables of the situation 3 = Offers the right but not always optimum solutions 2 = Inappropriate solution for the situation 1 = Wrong solution or none at all

<ul style="list-style-type: none"> Managing time and place 		<p>4= Optimum management of time, logical organization of tasks</p> <p>3= Thoughtful, capable to manage when provided guidance</p> <p>2= Sometimes short of time because of being disorganized</p> <p>1= Has difficulties organizing themselves</p>
<ul style="list-style-type: none"> Executing the task or the given activity 		<p>4= Realizes the task accurately, appropriately, demonstrating creativity</p> <p>3= Right and useful realization</p> <p>2= Not an accurate and appropriate realization</p> <p>1= A useless realization, activity of no use</p>
<ul style="list-style-type: none"> Self-assessment 		<p>4= Capable to reflect on the task and its realization, suggests corrections in case of discrepancy</p> <p>3= Capable to recognize the weak and the strong points in their work, however unable to correct the mistakes</p> <p>2= Cannot see their own difficulties without help</p> <p>1= Refuses to analyze and criticize their execution of the tasks</p>

NOTES : _____

PROFESSIONAL BEHAVIOR

<ul style="list-style-type: none"> Demeanor 		<p>4= Perfectly appropriate for the situation</p> <p>3= Accurate and careful</p> <p>2= Inappropriate</p> <p>1= Careless</p>
<ul style="list-style-type: none"> Relation with the users 		<p>4= Active and stimulating, able to establish relationships</p> <p>3= Behaving accurately towards the users, though without efficiency</p> <p>2= Listening passively</p> <p>1= Has difficulties relating to the others</p>
<ul style="list-style-type: none"> Relation with the working team 		<p>4= Well integrated, appreciated by the team</p> <p>3= Stays reserved, sufficient participation</p> <p>2= Goes unnoticed</p> <p>1= Negative attitude</p>
<ul style="list-style-type: none"> Tact, discretion, confidentiality 		<p>4= Recognizes confidential information, acts discretely</p> <p>3= Respects confidentiality, but lacks tact in the relation with the users</p> <p>2= Does not make a difference between confidentiality and discretion</p> <p>1= Is not conscious of confidentiality</p>
<ul style="list-style-type: none"> Accepting different users 		<p>4= Considers the differences and reacts positively</p> <p>3= Recognizes the differences, but does not adjust their behavior</p> <p>2= Ignores the situation</p> <p>1= Demonstrates rejection</p>
<ul style="list-style-type: none"> Professional consciousness 		<p>4= Is available, assiduous, punctual</p> <p>3= Although assiduous and punctual, shows no personal engagement</p> <p>2= Not interested in work</p> <p>1= Does not respect the elementary regulations</p>

<ul style="list-style-type: none"> • Self-discipline 		4= Faces the facts, remains efficient 3= Manages to control themselves 2= Easily discouraged, gives up 1= Loses control, has irrelevant reactions
<ul style="list-style-type: none"> • The curious and observing spirit 		4= Alert, on permanent quest 3= Understands the information delivered in the communication, though fails to develop it or make connections 2= Unable to understand the information and to conclude from its parts 1= Demonstrates a lack of interest
<ul style="list-style-type: none"> • Initiative 		4= Takes action in the original and the right way respecting their position in the internship 3= Takes little action, not always in the right way 2= No initiative 1= Takes action not in the right way and measure
<ul style="list-style-type: none"> • Facing the criticism 		4= A constructive attitude: accepts the criticism and profits from it 3= A positive attitude: accepts the criticism, but does not know how to use it 2= Remains indifferent 1= Accepts the criticism with difficulties

NOTES : _____

GENERAL NOTES :
_____ _____ _____ _____ _____ _____

Date :

Signature :

**The grid is to be filled in at the end of the internship*