



## Internship Evaluation Form

During the internship there will be an interim evaluation and a final evaluation. Students are expected to examine their own work procedures critically and to discuss the how and why of their own conduct. Students can do this by providing a description of their role within the department, and a critical reflection on their own suitability for this internship (skills needed at beginning of internship) and the connection between the study program and the internship (relevant courses).

### The midterm evaluation will consist of two parts:

- 1) Ask your company supervisor to fill in the evaluation form:  
[https://uvacommscience.eu.qualtrics.com/jfe/form/SV\\_0k7yFKqzE4JFJqd](https://uvacommscience.eu.qualtrics.com/jfe/form/SV_0k7yFKqzE4JFJqd)
- 2) Hand in a midterm report, the report should not exceed 3 pages. This component is mainly descriptive in nature and should at least contain the following elements:
  - a. description of the organisation, institution or company where you are doing the internship. It is also an outline of the working environment in which this organization or business has to operate, e.g.:
    - description of the company and markets in which the company operates;
    - if appropriate: level of internationalisation (sales, markets, geographic dispersion, management);
    - the company's strategy;
    - major challenges faced by the company regarding its industry and strategy;
    - description of the department where you are doing your internship along with the tasks performed by this department. Also, a description of the organizational relationship between this department and the rest of the company, e.g.:
    - the structuring and control of organisational activities.
- 3) Please send the document to [ebcc-eb@uva.nl](mailto:ebcc-eb@uva.nl), half way your internship, with the following details:
  - First & Last name
  - Student number
  - Start date & end date internship

### The final evaluation will consist of two parts:

1. Ask your company supervisor to fill in the evaluation form:  
[https://uvacommscience.eu.qualtrics.com/jfe/form/SV\\_0k7yFKqzE4JFJqd](https://uvacommscience.eu.qualtrics.com/jfe/form/SV_0k7yFKqzE4JFJqd)
2. Hand in a self-reflection report. Some questions to address:
  - a. What did you expect/want to learn from the internship?
  - b. What did you learn?
  - c. Which knowledge and skills did you lack at the start of your internship assignment, and which study components proved to be the most useful?
  - d. How did the internship contribute to your professional development?
  - e. A strength/weakness analysis of your own performance. (Caution: this does not refer to your "weakness" as a student, but rather to the ability for critical introspection);
  - f. What are the implications for a first job? What would you do differently in your first job?

The self-reflection should not exceed 3 pages. You can make use of the Company evaluation form for inspiration (see page 2)!

- 4) Please send the document to [ebcc-eb@uva.nl](mailto:ebcc-eb@uva.nl), within **one week** after you have **finished** your internship, with the following details:
  - First & Last name
  - Student number
  - Start date & end date internship

**Company evaluation**

	Very poor	Poor	Sufficient	Good	Excellent
<b>Academic capacity</b>					
knowledge					
procedural knowledge					
learning speed					
analytical skills					
fit of knowledge and company requirements					
performance on assignment					
<b>Approach to assignment</b>					
putting initiatives into practice					
organisation of work process					
decision making					
creativity					
<b>Company conduct</b>					
adaptation to company culture					
team working ability					
attitude towards colleagues					
<b>Skills</b>					
time management					
appearance					
reliability					
receptiveness					
<b>International skills (if appropriate)</b>					
international team-working skills					
openness to cultural diversity					
foreign language skills					
<b>Match of intern with expectations</b>					
<b>Overall rating</b>					