**HPP progress evaluation form – MSc internship**

**Remarks**

* Between 6 – 10 weeks after the start of a MSc internship, the student, the HPP supervisor and preferably also the host supervisor will have a progress evaluation. In this meeting, aspects such as progress and performance are discussed.
* Procedure:
	1. The progress evaluation meeting is planned by the HPP supervisor.
	2. The host supervisor(s) fill in this form.
	3. The HPP supervisor and the student discuss the feedback during the progress evaluation meeting. Preferably the host supervisor is also present.
	4. The student subsequently completes the form and sends it for approval to the host supervisor(s).
	5. The HPP supervisor sends the completed form to the HPP Office (office.hpp@wur.nl) and the HPP student coordinator (katharina.hanika@wur.nl).
* In case either the student or the supervisor has concerns about the progress of the student, and/or the completion of the MSc internship is delayed or at risk, please contact the HPP student coordinator.

**Information**

|  |  |
| --- | --- |
| Student: |  |
| Short project title: |  |
| Date progress evaluation: |  |
| Evaluated by: |  |

**1 | General performance**:

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| --- |
|  |

**2 | Professional skills** (for example independence, initiative, creativity, commitment, adaptability, receiving and providing feedback, development of knowledge and skills, time management):

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| --- |
|  |

**3 | Progress made on achieving personal learning goals**:

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| *Evaluation by student:**Reaction/evaluation by host supervisor(s):* |

**4 | Other comments:**

|  |
| --- |
| *Comment student:**Comment host supervisor(s):* |

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| --- | --- |
| **Do you expect to be able to finish your internship** (to be completed by student): | yes/no |
| *If not, please explain why:*  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Place,  |  |  |  |  |  |  |
|  |  | Name |  | Date |  | Signature |
|  |  |  |  |  |  |  |
| Student: |  |  |  |  |  |  |
| HPP supervisor: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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