## MSc Internship evaluation form host supervisor

*This form, intended to be used for the evaluation of the performance of the student by you as internship supervisor, is part of the overall examination of the MSc Internship at Wageningen University (WU).*

*Please fill it in as a report of the final evaluation meeting at the end of the internship period and send it to the WU supervisor.*

Name student: ......................................................

Registration number: ......................................................

Internship organisation: ......................................................

Name internship supervisor: ......................................................

Email address: ......................................................

Date of evaluation meeting: ......................................................

1. Short description of the task(s) of and products delivered by the student during the internship period:
2. Your opinion with regard to the relevance and usability of the main outcome(s):
3. Your impression of the scientific level of the main outcome(s):
4. Your impression of the quality of the internship report:

 *(in the rubric you can see the criteria used in the final assessment by the WU-examiner)*

1. Description of the type of presentation held at the end of the internship and your impression:
2. Your judgement on the overall professional skills of the student:

*Please mark each category of the professional skills mentioned below, using a 10 point scale. In the Dutch ranking system, the grade ‘7’ is described as ample sufficient, the grade ‘6’ is considered as minimal sufficient and the grade ‘8’ means good. Exemplary is indicated with a ‘9-10’.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Judgement of professional skills** | **2-3** | **4-5** | **6** | **7** | **8** | **9-10** |
| 1 Independence, initiative and creativity |  |  |  |  |  |  |
| 2 Commitment, perseverance and adaptivity |  |  |  |  |  |  |
| 3 Receiving and providing feedback |  |  |  |  |  |  |
| 4 Development of knowledge and skills |  |  |  |  |  |  |
| 5 Work on personal learning outcomes |  |  |  |  |  |  |
| 6 Time management |  |  |  |  |  |  |
| 7 Performance on research/project tasks |  |  |  |  |  |  |
| 8 Transfer of (prior) acquired knowledge to the professional context of the internship |  |  |  |  |  |  |
| 9 Execution of advanced work tasks in the projects |  |  |  |  |  |  |
| 10 Execution of research / Quality of products  |  |  |  |  |  |  |
| **Relation with the WU MSc internship rubric**(the performance-descriptions in the rubric provide‘anchors’ at these 4 levels of the grading-scale) | **Insufficient (unacceptable)** | **Needs improvement (below expected level)** |  | **Sufficient/Good** |  | **Exemplary** |

1. Overall impression of the performance of the student during the internship period, compared to what is expected from a starting academic professional (please choose):

Insufficient / Below average / on an average level / good / excellent

Further motivation:

1. General advice for the student’s future career:
2. General remarks or feedback on the MSc Internship, useful for Wageningen University:

Name and signature of the internship supervisor Name and signature of the student

Date: Date:

*To be filled in by Wageningen University:*

Name and signature of the responsible internship examiner of Wageningen University:

Date: Course code:

## Appendix: MSc Internship assessment form WU examiner

The assessment form is a digital form in OSIRIS with the parts and criteria shown below. The grades for each criterion are filled in. The average grade for the parts performance, project report, oral presentation and oral defence should be at least 5.5 for a pass. Than the final grade is calculated using the relative weights and rounded off to the nearest 0.5 interval.

|  |  |
| --- | --- |
| MSc Internship |  |
| Criterion |  |
| 1. Performance (weight 50%)
 |
|  | Independence, initiative and creativity |
|  | Commitment, perseverance and adaptivity |
|  | Receiving and providing feedback |
|  | Development of knowledge and skills |
|  | Work on personal learning outcomes |
|  | Time management |
|  | Performance on research/project tasks |
|  | Transfer of (prior) acquired knowledge to the professional context of the internship |
|  | Execution of advanced work tasks in the projects |
|  | Execution of research / Quality of products |
|  |  |  |
| 1. Project report (weight 40%)
 |
|  | Context, goals and delineation of research/project |
|  | Theoretical underpinning of goals and framework |
|  | Description and choice of methods and processing of information/data |
|  | Presentation of data and results |
|  | Evaluation of results |
|  | Clarity and justification of conclusions |
|  | Writing skills |
|  | Evaluation of relevance of the internship tasks |
|  |  |
| 1. Oral presentation (weight 5%)
 |
|  | Level and structure of presentation |
|  | Interaction with audience |
|  | Presentation of data and results |
|  | Clarity and justification of conclusions |
|  |  |  |
| 1. Oral defence (weight 5%)
 |
|  | Defence of the internship |
|  |  |
| 1. Reflection report (pass/fail)
 |
|  |

|  |
| --- |
| Reflection on activities in relation to personal learning outcomes and programme learning outcomes |
| Reflection on personal strengths and weaknesses in relation to professional ambitions |

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|  |  |
|  |  |

Underpinning of grading:

Feedback to student: