

WUR MSc Internship evaluation form host supervisor

This form is intended to be used for the evaluation of the student by the host supervisor of the MSc internship. The form is part of the overall examination of the MSc Internship at Wageningen University & Research (WUR).

The role of the host supervisor is to guide students through their daily activities and give feedback on their performance. The host supervisor has an advisory role in the assessment of the internship regarding the performance and oral presentation.

Please fill out this form as an account of the final evaluation meeting with the student at the end of the internship period and send it to the WUR supervisor of the student.

This form has five sections:

- 1. General information: for administrative purposes.*
- 2. Context of the internship: to support the assessment by the WUR supervisor (especially regarding criterion 2.8 of the rubric: "Evaluation of relevance of the internship tasks").*
- 3. Evaluation of the student: your advice towards the WUR supervisor on the assessment.*
- 4. Feedback to WUR: your feedback to the WUR supervisor regarding the organisation, communication etc.*
- 5. Signing: required for the legal validity of the form.*

1. General information about the internship

Name student:

Registration number*:

Course code*

Internship organisation (host):

Name host supervisor:

Email address:

Date of evaluation meeting:

* To be filled out by WUR

2. Context of the internship

Please use 25-100 words for each box.

2.1 Short description of the task(s) of, and products delivered by, the student during the internship period and possible deviations from the internship plan:

2.2 Your opinion with regard to the relevance and usability of the main outcome(s), products, report:

3.2 Underpinning of the evaluation of performance and oral presentation.

Describe, for each category (performance and oral presentation) the aspects of the student's work that most clearly illustrate your assessment. As a guideline you could give an example for the criteria that you assessed lowest and highest, and at least one criterion that received an average assessment. You can also mention aspects that are not mentioned in the rubric, but you find relevant in your assessment.

Performance (25-100 words):

Oral presentation (25-100 words):

3.3 Additional remarks relevant for the assessment of the student (other aspects not included in the criteria above, etc.):

Please note that personal feedback (e.g. general tips and tops, career advice etc.) that is no part of the evaluation of performance and oral presentation can be provided separately to the student.

4. Feedback to Wageningen University and Research

4.1 General remarks or feedback on the MSc Internship, useful for Wageningen University:

5. Signing

Name of the host supervisor:

Signature of the host supervisor:

Date:

Appendix: Rubric to be used for the evaluation of the MSc Internship

The rubric is used by the assessors of the internship to determine the grading of the student on the assessment criteria. The grade for each category (performance, project report, oral presentation and oral defence) is the average of the grades for the criteria of that category. Then the final grade is calculated using the relative weights of the categories and rounded off to the nearest 0.5 interval.

In the Dutch ranking system a 10 point scale is used: 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'.

For the assessment a *research* internship is distinguished from a *professional* internship and a different rubric is used for the evaluation. At the start of the internship it will be determined whether an internship is a research internship or professional internship. In a research internship, the student works on a research project that is completed with a research report. In a professional internship, the student contributes to one or more projects. The student completes the professional internship with a set of deliverables and a context report.

The advice of the host supervisor will be used in the assessment by the WUR supervisor. In addition to the full assessment by the supervisor, the examiner of the internship will assess the categories that have not been evaluated by the host supervisor.

- Rubric professional internship: <https://www.wur.nl/en/show/Rubric-MSc-professional-internship.htm>
- Rubric research internship: <https://www.wur.nl/en/show/Rubric-MSc-research-internship.htm>