

- ☐ **compulsory internship** : the return must include a mark which will be included in the final calculation of the student assessment
- ☐ optional internship : do not put a mark.

1. PRACTICAL INFORMATION

Name of the trainee :

Sector of formation :

Name of the organisation:

Name and title of the person in charge of the trainee :

Name of the trainee's supervisor :

Adress of the organisation :

Phone :

email :

2. ASSESSMENT OF THE COURSE

Did the student have a specific function ?

- ☐ Yes ☐ No

If yes which.

Concise description of the work entrusted to the trainee :

3. TRAINEE EVALUATION

Interest for his/her work

- | | | | | |
|--|---|--|---|---|
| <input type="checkbox"/> Very interested.
Very enthusiastic.
Work well done is a
question of
honour. | <input type="checkbox"/> Interest and
enthusiasm for
work higher than
average. | <input type="checkbox"/> Average interest
and motivation
for work. | <input type="checkbox"/> Not very constant
interest and
motivation for work | <input type="checkbox"/> Poor interest for
work. |
|--|---|--|---|---|

Initiative

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> Autonomy. Asks for
more things to do.
Looks for work to
do. Does not waste
his/her time. | <input type="checkbox"/> Acts with a certain
autonomy in the
majority of his/her
responsibilities. | <input type="checkbox"/> Acts with a
certain
autonomy in
his/her daily
responsibilities. | <input type="checkbox"/> Depends on others.
Waits often for
someone to tell
him/her what to do. | <input type="checkbox"/> Always waits for
someone to tell
him/her what to do. |
|---|---|--|--|---|

Analytical skills and quality of work

- ☐ Exceptional.
 ☐ Very good.
 ☐ Average.
 ☐ Weak.
 ☐ Poor.

Judgement

- ☐ Exceptionally good. Decisions based on a perfect comprehension of the problems.
 ☐ Good common sense. Takes usually good decisions.
 ☐ Good judgement usually on the normal situations.
 ☐ Judgement often not very reliable.
 ☐ Bad judgement. Takes conclusions without good knowledge.

Written communications

- ☐ Always clear, well organised and easy to understand.
 ☐ Usually very clear, well organised and easy to understand.
 ☐ Usually clear and concise.
 ☐ Occasionally. He/she finds difficult to write clearly and concisely.
 ☐ Never clear, which causes confusion and harms work.

Oral Communications

- ☐ Always clear, well organised and easy to understand.
 ☐ Usually very clear, well organised and easy to understand.
 ☐ Usually clear and concise.
 ☐ Occasionally. He/she finds difficult to express himself/herself clearly and concisely.
 ☐ Never clear, which causes confusion and harms work.

Human Relations skills

- ☐ Excellent collaborator. Contributes to the good relations and to the efficiency within the group.
 ☐ Nice and helpful. Makes a good team with his/her colleagues.
 ☐ Keeps a good relationship with the others.
 ☐ He /she has often conflicts with the others or stays silent.
 ☐ He/she disagrees very often from the others. Harms the group.

Punctuality

- ☐ Always on time.
 ☐ Regular.
 Irregular

Respect

- ☐ Respectful and polite
 ☐ Correct.
 ☐ Disrespectful and uses bad language words.

4. GENERAL REVIEW**1°) – Assessment of the trainee**

- What knowledge has the trainee been able to apply during the course ?

- What skills the trainee acquired during the course ?

- Highlights :

- Areas of improvement :

2°) – Assessment of the placement report (if compulsory)

3°) – Course mark (if compulsory) :

/20

Signature of placement supervisor and stamp of host organisation :