



Internship evaluation grid

To be filled in by the company supervisor

Intern:

Company supervisor :

Host company :

Date :

Mid-term

Final evaluation

Remarks and advice

- The final evaluation of the trainee should normally take place during his/her last week of work and should take into consideration the improvements made since the mid-term evaluation.
- The final mark of the trainee will not be directly determined based on this grid. The jury will ask for the supervisor's opinion as well during the final interview.
- The grid is common to all internships, regardless of the intern's master or the host company. Hence, some items may be "not applicable".
- The different evaluation levels are the following:
 - Insufficient: The student has serious deficiencies that he must absolutely correct.
 - Average: The student generally satisfies the requirements but there are points of improvement.
 - Good: The student possesses the expected qualities of a trainee.
 - Excellent: The student is as competent as a young engineer. This column should be checked only if the student excels in the related item.
- The final evaluation should be sent to Cédric Boey (cboey@ulb.ac.be)

Criteria's	Insuf.	Av.	Good	Exc.	N./A.
Attitudes. The student is/has <ul style="list-style-type: none"> • Autonomous. • Reliable. • Able to take initiative. • Argumentation skills. • If needed, questioning his/her work. • Analysing his/her professional skills to improve them. 					
Being a responsible person. The student is <ul style="list-style-type: none"> • Being aware of professional rules and standards. • Integrated in the team/company. • Showing a sociably responsible practice. • Mastering negotiation tools and, if needed, managing a situation of potential conflict. 					
Mastering knowledge. The student is <ul style="list-style-type: none"> • Using acquired knowlege. • Collecting and organizing information. • Analysing the relevance of sources. • Analysing and synthesizing data. 					
Implementing solutions. The student is <ul style="list-style-type: none"> • Choosing the optimal solution. • If needed, proposing original solutions. • Showing scientific rigor in problem solving. • Documenting appropriately the deliverables. 					
Project Management. The student is <ul style="list-style-type: none"> • Able to plan a project. • Organizing the means (time and resources). • Checking the implementation of the project. • Rectifying if needed. 					
Working as part of a team. The student is <ul style="list-style-type: none"> • Understanding his role in the hierarchy, in the interest of the project. • Recognizing colleagues' expertise. • If needed, considering the multidisciplinary and multicultural dimensions of the company. 					
Communication. The student is <ul style="list-style-type: none"> • Making information accessible to partners. • Making good oral presentations. • Writing documents of good quality and adapted to the needs. 					
Languages skills: Language : <ul style="list-style-type: none"> ○ Spoken ○ Written 					

The student has respected the schedules specified by the company: Yes No

The amount of work provided is satisfactory: Yes No

Global evaluation :

Exceptional: The trainee demonstrated an irreproachable implication and rigor. The quality of her work and his/her deliverables far exceeded the host organization's expectations.

Superior: Applied and rigorous, the student has largely met the expectations of the host organization. The quality of his work and his possible deliverables are of good quality.

Average: The student met the expectations of the host organization. However, the work carried out and the deliverables have (major) defects so they are difficult to reuse.

Weak: The student has provided enough work but the quality of the deliverables has not met the host organization's expectations.

Inacceptable: The student lacked seriousness during his internship (to be explained in the commentary section).

Strong points:

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Points to improve:

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Goals for the second part of the internship: [Only for mid-term evaluation grid]

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Comments:

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Company supervisor's signature

Intern's Signature