

INTERNSHIP ASSESSMENT FORM

for internship providers

Questionnaire for the supervisor

The Master programme 'International Humanitarian Action' includes an internship in the final part of its curriculum, which forms part of the student's graduation project. To enable us to form a clear idea of the student's achievements during his or her internship, we kindly ask you to answer the questions below as completely as possible. If a particular question appears to be irrelevant to the internship concerned, you may leave it unanswered. The information given by you will remain confidential.

It would help us greatly if this form, completed and signed, could be returned within two weeks after the final day of the internship by fax or mail to the university's internship coordinator of the student.

We sincerely thank you for your co-operation.

Respectfully,

Network on Humanitarian Action (NOHA)

Student: _____

Period of internship from: _____ until: _____

Organization: _____

Department: _____

Address: _____

Your name (and title): Mr/Ms _____

Your function: _____

Telephone number/extension: _____

Fax number: _____

E-mail address: _____

Description of the student's tasks

1. Which tasks have been realised by the student?

Principal tasks: _____

Other tasks: _____

Working hours completed: _____ weeks x _____ days x _____ hours

2. To what extent has your Organization benefited from the tasks carried out by the student and can you use the results of his/her tasks?

Evaluation of the tasks

- | | | | | |
|---------|------------|------------|------|-----------|
| | inadequate | sufficient | good | excellent |
| style | | | | |
| content | | | | |
| general | | | | |
3. What is your opinion of the style and content of the student's notes/reports?
4. How would you assess the student's oral skills?
- | | | | |
|------------|------------|------|-----------|
| inadequate | sufficient | good | excellent |
| | | | |
5. What is your opinion of the accuracy and thoroughness of his/her work?
- | | | | |
|------------|------------|------|-----------|
| inadequate | sufficient | good | excellent |
| | | | |
6. What is your opinion of the pace in which the tasks were carried out?
- | | | | |
|--|-----|---------|------|
| | low | average | high |
| | | | |
7. How would you assess the student's organizational skills?
- | | | | |
|------------|------------|------|-----------|
| inadequate | sufficient | good | excellent |
| | | | |
8. Are you on the whole content with the quality of the work done by the student?
- | | | | |
|------------|------------|------|-----------|
| inadequate | sufficient | good | excellent |
| | | | |

3 up to 8 - Clarification:

Evaluation of the student's performance

9. To what extent was the student capable of carrying out his/her tasks independently?
- | | | | |
|------------|------------|------|-----------|
| inadequate | sufficient | good | excellent |
| | | | |
10. To what extent did the student show motivation in the tasks assigned to him/her?
- | | | | |
|------------|------------|------|-----------|
| inadequate | sufficient | good | excellent |
| | | | |
11. How would you assess the student's interest in other activities of your Organization?
- | | | | |
|------------|------------|------|-----------|
| inadequate | sufficient | good | excellent |
| | | | |
12. What is your opinion of the student's resilience (e.g. with regard to accepting criticism, unexpected problems)?
- | | | | |
|------------|------------|------|-----------|
| Inadequate | sufficient | good | excellent |
| | | | |
13. To what extent did the student show initiative?
- | | | | |
|------------|------------|------|-----------|
| inadequate | sufficient | good | excellent |
| | | | |
14. What is your opinion of the interaction between supervisor and student?
- | | | | |
|------------|------------|------|-----------|
| inadequate | sufficient | good | excellent |
| | | | |

15. How would you appraise the student's co-operation with the other employees?

inadequate	sufficient	good	excellent

16. How would you assess the student's level of knowledge?
 a. in general
 b. in particular with regard to the tasks carried out

inadequate	sufficient	good	excellent

17. What is your opinion of the way in which the student uses knowledge and skills?
 (With cognitive skills is meant the ability to acquire and apply knowledge independently).

	inadequate	sufficient	good	excellent
knowledge				
social skills				
cognitive skills				

18. To what extent did the student's attitude fit in with the culture and structure of your Organization?

inadequate	sufficient	good	excellent

19. In case your department supervised other internships, how would you assess the student in comparison to other university students on internship in the past 2 years?

among the lowest 25%	under average (25-50%)	above average (50-75%)	among the top 25%

20. How many university students did your department have on internship during the last two years?

9 up to 20 - Clarification:

21. At the end of a NOHA internship, the student is supposed to have acquired certain competences. The extent to which a competence has been acquired is differentiated into five different levels that build upon each other from the lowest level 1 to the most advanced level 5. Please indicate for the competence on each row, which is the highest level that the student has attained during the internship.

Competences / Learning outcomes:	Level 1 (most basic level)	Level 2	Level 3	Level 4	Level 5 (most advanced)	level attained by student (1, 2, 3, 4 or 5):
Is familiar with the HA workfield and labour market and is correctly aware of the organisational context with regard to humanitarian employment.	Awareness of the different types of humanitarian agencies.	Understanding of organisational structures of humanitarian agencies.	Understanding of the functioning of the humanitarian agencies in their workfield.	Capability to identify the interactions and power relations in the internal and external organisation environment.	Ability to make use of your understanding of the organisation to further your working goals effectively.	...
Has determined one's own ambition in relation to the HA workfield.	Awareness of some careers' possibilities and openings in relation with HA.	Awareness of the direction to take in one's career.	Capacity to anchor one's strength to the right career's path.	Ability to identify the way to reach one's preferred goal.	Advanced to a professional contract which could lead to one's preferred position.	...
Has demonstrated the capacity to work in accordance with the demands of the HA workfield.	Basic understanding of the humanitarian principles.	Awareness of the humanitarian workfield in relation to its concepts.	Ability to understand the requirements of the humanitarian workfield.	Capacity to fulfil the requirements of the humanitarian workfield in accordance with best practice approaches.	Capacity to anticipate the requirements of the humanitarian workfield and fulfil them in an innovative way.	...
Is capable in applying theoretical knowledge in practical situations.	Does not see the relevance of applying concepts to practical situations	Is aware of the general relevance of theories to crisis situations	Applies broader theoretical concepts to crisis situations	Can select theoretical contents according to their relevance for crises situations	Is able to justify judgments based on the understanding of relevant theories	...
Is able to present oneself on the HA labour market.	Basic awareness of proper behaviour and etiquette in professional relations.	Ability to write a proper CV and motivation letter.	Ability to place yourself in the employer's perspective regarding expectations and perceptions for effective targeted applications.	Ability to mobilise your personal and professional network for successfully acquiring a fitting job / internship.	Capacity to convince an employer in an interview on your personal and professional strengths.	...
Is capable to function satisfactorily in an intercultural team in a professional HA setting.	Awareness of the importance of intercultural dialogue.	Basic understanding of cultural diversity and interdisciplinary work.	Ability to put into practice intercultural communication tools for teamwork.	Ability to apply intercultural communication tools in a flexible and critical way.	Ability to harness multiculturalism for attaining results.	...
Is able to identify personal learning goals and identify contributions to these goals and is capable to self-reflect and assess personal strengths and weaknesses.	Ability to clearly describe your curriculum and past experiences.	Ability to identify weaknesses or obstacles.	Ability to find corrective measures or viable alternatives.	Ability to formulate lessons learned.	Have clear and concise short- and long-term professional objectives matching your abilities.	...

Summary opinion of the student: _____

Organization

22. Did you experience any problems with regard to the supervision of the student?

yes	no

If yes, what kind of problems?

23. As far as you and your organization are concerned, would you again be willing to offer an internship in the future to a student of our NOHA Master Program?

yes	no	don't know

24. Would you like to speak to the internship co-ordinator of the NOHA Master Program?

yes	no	don't know

If yes, on what issue?

25. If there are any further remarks you think might be relevant, please be so kind as to indicate them below

Place/date: _____

Signature: _____

Thank you very much for your co-operation