Placement Supervisor Assessment Form

*Faculty of Humanities Vrije Universiteit Amsterdam*

This form is to be completed by the placement supervisor during the final interview with the student.

**Placement supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization providing the placement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Placement mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Placement period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Placement assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Criteria** | **Description** | **F-P-G** | **Explanation** |
| Results of activities | The results are in accordance with the agreements in the internship contract and are adequately described |  |  |
| Reflection on activities | The student is able to reflect on his own thoughts and actions, and can make adjustments |  |  |
| Autonomy | The student has autonomy in determining a direction for conducting research and for practicing the profession |  |  |
| Communication | The student is able to communicate his results with colleagues and non-colleagues |  |  |
| Use of language | Correct, clear, according to the conventions of the genre, coherence, style |  |  |
| Originality | Personal contribution to activities and results and perspective on reflection |  |  |
| Workplace process | The student is able to function in a multidisciplinary environment and is able to deal with complex situations |  |  |
| *Problem definition and relevance \** | Problem definition, theoretical and practical relevance are clearly and concisely formulated |  |  |
| *Use and analysis of sources, data, secondary literature \** | (Relevance of) choice, description where appropriate, findings, documentation, analysis |  |  |
| *Argumentation\** | Internal logic of the argument, distinction between empirically based statements and opinions, assumptions and preconceptions |  |  |
| *Discussion and conclusion\** | Critical reflections are made on the own research; possible follow-up research is indicated |  |  |
| *Application suggestions \** | Possible applications of research in the organization (for example at the internship provider) are indicated |  |  |

All criteria must at least be assessed with a ‘pass’ for a sufficient final assessment.

\* only applicable in the case of research traineeships

**Final Assessment (F/P/G):**

**Summary of the assessment of the internship and/or explanation of the final grade:**

*(if this does not result from assessments per criteria)*