

MSc 4Cities Internship Evaluation Form

This evaluation form is designed primarily to provide feedback on the performance of the student. In order for us to best assess the internship experience, we ask that you complete this form and send it to the internship coordinator of the Vrije Universiteit Brussel at the end of the internship period: Bas van Heur (bas.van.heur@vub.be).

Note: in order to allow for an objective assessment, this internship evaluation form will not be shared with the student intern.

Supervisor information

Name:	
Job title:	
Organization:	
E-mail address:	
Phone number:	

Student information

Name:	
Starting date (DD/MM/YYYY):	
Completion date (DD/MM/YYYY):	
Average hours per week:	

Internship position description *(please give a brief description of the student's duties)*

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Assessment *(please evaluate the student intern on the following items)*

	Excellent	Very good	Good	Satisfactory	Unsatisfactory	Not applicable
Behaved in a professional manner						
Oral communication skills						
Written communication skills						
Ability to work with others						
Ability to adapt to a variety of tasks						
Attention to accuracy and details						
Capable of setting priorities						

Willingness to ask for help and guidance						
Creative and problem-solving						
Quality of work delivered						

Narrative assessment
Describe the ways in which the intern's performance benefited your organization.
What do you consider to be the intern's key strengths?
In what areas does the intern need to improve?
To what extent was the urban studies training of the intern of added value to your organization?
About the internship experience for the organization
Do you have any suggestions for improving our MSc 4Cities internship programme?
Based on your experience, would you supervise other MSc 4Cities student interns?