



GRID 1 : Internship evaluation (mid-term and final)
 This grid is to be filled by the **Training Supervisor**

The final evaluation of the trainee should normally take place during the last week of the internship and should take into account the progress realised since the mid-term evaluation.

Name of the trainee:

Name of the University Supervisor:

Name of the Training Supervisor:

		D	C	B	A	No object
1	<u>Mastering knowledge</u> <ul style="list-style-type: none"> • Using acquired knowledge • Collecting and organizing information • Analysing the relevance of sources • Analysing and synthesizing data 					
2	<u>Innovating</u> <ul style="list-style-type: none"> • Showing creativity • Providing original solutions • Thinking a problem in a new context 					
3	<u>Attitudes</u> <ul style="list-style-type: none"> • Autonomy • Reliability • Initiative 					
4	<u>Being a critical, reflexive professional</u>					
5	<u>Management of a project</u> <ul style="list-style-type: none"> • Planning a project • Organizing the means (time and resources) • Making decisions according to the plan • Checking the implementation • Rectifying if needed 					
6	<u>Implementing solutions</u> <ul style="list-style-type: none"> • Choosing the optimal solution • Memory skills • Argumentation skills • Showing scientific rigour in resolving problems 					

7	<p><u>Team work</u></p> <ul style="list-style-type: none"> • Assuming one's own role in the hierarchy in the interest of the project • Recognizing colleagues' expertise • Taking into account the multidisciplinary and multicultural dimensions • Allocating and delimiting responsibilities • Exercising leadership 						
8	<p><u>Communication</u></p> <ul style="list-style-type: none"> • Making information accessible to partners • Making oral presentations of good quality • Writing documents of good quality adapted to the needs • Providing constructive feedback 						
9	<p><u>Language skills</u></p>						
10	<p><u>Being a responsible person</u></p> <ul style="list-style-type: none"> • Being aware of professional rules • Showing a sociably responsible practice • Managing a situation of potential conflict • Mastering negotiation tools 						
11	<p><u>Organization</u></p> <ul style="list-style-type: none"> • Adapting to the schedules • Amount of work 						

Strong points: In which fields of activity has the trainee been the most efficient?

Points to improve: In which fields of activity does the trainee need to improve his efficiency?

Global appreciation of the trainee :

- Exceptional
- Superior
- Average
- Weak
- Inacceptable

Comments on the progress of the internship:

Comments on the trainee:

This grid is: (cross out the irrelevant information)

- The final grid
- An intermediate grid

Date: _____

Signatures:

University Supervisor,

Training Supervisor,

Trainee,