

College Communicatiewetenschap

Dear Sir/Madam,

Recently your organisation has awarded an internship position to a Communication Science student from the University of Amsterdam (UvA). This internship will be ending soon, or, in some cases, has already come to an end. We are very grateful for your involvement in our internship programme.

In order to finalise this internship, we would like to ask you, as the intern's supervisor, to fill out the enclosed questionnaire. This will help us to assess whether the internship has lived up to everyone's expectations.

Please be assured that the UvA will handle the completed questionnaire with the strictest confidence. It will be used mainly to assess the intern's performance. Furthermore, your feedback will show us to what extent our student's efforts are valued by internship providers. It will also provide us with insight into a possible need for adjustments in our educational programme. This way, with your aid, we are able to keep working on improving the quality of our education.

Please be so kind as to enclose the completed questionnaire in the provided envelope and return it to the student.

Thank you very much for your cooperation.

Yours Truly,

Dr. M. Timmers
Internship coordinator, Department of Communication Science

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INTERNSHIP COMPLETION FORM, COMMUNICATION SCIENCE

This form is to be filled out by the organisation's internship supervisor at the end of the internship. Please give the questionnaire to the intern when completed.

1. Personal details student	Student number:
Surname First Name	

2. Internship details	
Name organisation.
Duration of the internship. until
Name supervisor.

3. Internship progress	
Was the internship discontinued at any point?	<input type="checkbox"/> No <input type="checkbox"/> Yes, due to during the period until
What was the intern's main duty?
What secondary duties did the intern perform?
Did the duties, or the nature of the internship, differ from the duties in the initial agreement?	<input type="checkbox"/> No <input type="checkbox"/> Yes, because
To what extent and in what sense has the work achieved through this internship been of value to your organisation?
Would you offer an internship to a student of the Communication Science department in the future?	<input type="checkbox"/> No, because <input type="checkbox"/> Yes, because

Internship completion form - continued

4. Intern's Performance			Give your assessment by ticking one of the boxes 1 to 6					
1 = very poor 4 = good	2 = poor 5 = excellent	3 = satisfactory 6 = n.a./ unknown	Assessment					Not applicable/ unknown
			1	2	3	4	5	6
I. <u>UNDERSTANDING:</u> <i>The intern has proved to have an understanding of:</i>								
a. internal communication processes	a.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. external communication processes	b.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. policymaking processes	c.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. management of organisations	d.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. production/editorial work	e.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. <u>SKILLS:</u> <i>The intern has proved to have:</i>								
f. oral skills	f.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. written skills	g.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. computer/internet skills	h.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. research skills	i.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. the ability to work in a team	j.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. social skills	k.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. the ability to function independently	l.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. punctuality	m.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Other qualities	Please note any qualities or faults encountered in the intern's performance not mentioned above in section 4.
<p>.....</p> <p>.....</p> <p>.....</p>	

6. Remaining remarks	Please use this space if you wish to elaborate upon any of the previous sections.
<p>.....</p> <p>.....</p> <p>.....</p>	

7. Signature supervisor
<p>Name Date Signature</p>