# Internship Review

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| --- | --- | --- | --- | --- |
| Name of student | St. Nr. | Course code | EC | Date |
|  |  |  |  |  |

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| --- | --- | --- |
| Title of report | Company / Research Group of internship | Direct supervisor of Company / Research Group |
|  |  |  |

**Colloquium**

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| --- | --- | --- | --- |
| Description | Aspect | Mark | Comments |
| Was the presentation adequately structured? | Structure |  |  |
| Was the presentation audible and lively presented, making use of adequate audiovisual aids? | Presentation skills |  |  |
| What was the general impression of the presentation? Did the presentation provide a sufficient impression of the work? Did the  presenter stick to the allotted time (20-25 minutes)? | Overall impression |  |  |

**Internship Report Content**

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| --- | --- | --- | --- |
| Description | Aspect | Grade | Comments |
| Does the title of the report reflect the topic sufficiently and clearly? | Title |  |  |
| Does the abstract contain a sufficient summary of the work? | Abstract |  |  |
| Does the introduction present the importance of the topic and position it based on recent literature? | Relevance |  |  |
| Does the introduction present a clear objective? | Objective |  |  |
| Is the processing of information original and technically correct? | Processing & Innovativeness |  |  |
| Is the analysis clear and is the discussion original and technically correct? | Analysis & Discussion |  |  |
| Does the report cover the relevant topics adequately? | Completeness |  |  |
| Are the conclusions sound and justifiable? | Conclusion |  |  |
| Does the report evaluate the societal and ethical effects of the work? | Societal & ethical aspects |  |  |

**Internship Report Organization & Clarity in Writing**

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| --- | --- | --- | --- |
| Description | Aspect | Grade | Comments |
| Is the content of the report properly organized (chapters, sections)? including: title page, abstract, nomenclature, introduction, methods, results, discussion, conclusion, page numbering | Organization |  |  |
| Is the presentation clear to readers familiar  with the field? | Presentation |  |  |
| Is the report free of the typographical and grammatical errors? | English |  |  |

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| --- | --- | --- | --- |
| Is the acknowledgement of the work of others by references and citations done properly? | Bibliography |  |  |
| Are the figures and tables all necessary and acceptable? Are all figures and tables  readable independently of the body text and referred to in the body text? | Illustrations & Tables |  |  |
| Are all equations clear and symbols explicitly described? Is the notation consistent with the  common literature? | Equations & Nomenclature |  |  |

**Internship Process**

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| --- | --- | --- | --- |
| Description | Aspect | Grade | Comments |
| Was the student able to deal with the responsibilities associated with the work? | Reliability |  |  |
| Did the student show his/her motivation  /interest/ enthusiasm? | Motivation |  |  |
| Degree of supervision required by the student | Initiative |  |  |
| Was the student productive? Did he/she  work in an accurate and structured way? | Time  management |  |  |
| Did the student show good engineering skills? (experimental, computational) | Engineering skills |  |  |
| Was the student creative? | Creativity |  |  |
| Did the student show good critical thinking skills? | Critical thinking |  |  |
| Was the student competent in working in a  multidisciplinary environment? | Team work &  communication |  |  |

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| --- | --- | --- |
| Name of reviewer | Grade of reviewer | Final Grade |
|  |  |  |

Notice that grades for each aspect are given in the scale from 1.0 to 10.0. Where 1.0 is very poor, 6.0 is satisfactory and

10.0 is excellent. The final mark is a number on the scale between 1-10 rounded to the nearest 0.5.