

Internship Review

Name of student	St. Nr.	Course code	EC	Date

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

Colloquium

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

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

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		

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

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		

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.