**Template for assessing internship reports**

**Necessary Conditions** (If these conditions are not met the report is not graded)

Did the student submit both the Interim and the Final Report?

Did the student provide an Intern Evaluation Form in a sealed envelope?

Does the report have an appropriate length?

Is the report written in understandable academic English?

**Criteria**

1. The host organization and the larger context

Does the report provide a contextualizing background, give a characterisation of the internship institution and its sphere of activity? Simple copy-paste from the organizational website is not acceptable here.

Does the report provide a clear description of the organizational unit where the intern was located?

1. The internship in practice (content)

Does the report provide a clear outline of the type of work entrusted to the intern (e.g. description of the daily routine, or projects in which the intern participated, or list of tasks)?

Does the report discuss what the student accomplished during the internship?

(If applicable) Does the report provide examples of the work delivered during the internship (e.g. excerpts of a paper/ deliverable)?

Is the information in the report sound, factual, and accurate?