

**Specialized Master in Interdisciplinary EU Studies**

**To be completed by the intern’s supervisor**

Your evaluation of the intern’s performance is of utmost importance to us. The evaluation will be kept strictly confidential and the intern should not know its contents. The evaluation will be taken into account in the total grade for the student’s internship report.

We would be very grateful if you could fill out the following form and send it to the e-mail address below, preferably in PDF format or to our regular mail address.

The completion of the evaluation form should not take more than a few minutes.

We thank you for your cooperation. We are looking forward to a future collaboration with you.

Please send the evaluation to

Institut d’études européennes

ULB-CP 172

39, avenue Roosevelt

B 1050 Bruxelles

E-mail : masinter.iee@ulb.ac.be

**Thank you!**

**Intern**

Surname and name:

Internship from to (date):

**Receiving organization**

Name of institution:

Address:

**Intern supervisor**

Name:

Position:

E-mail :

**General evaluation**

We kindly would like to ask you to evaluate the intern’s performance during the internship in an objective manner.

You should assess the quality of the work that the intern has actually accomplished beyond his/her mere participation to the functioning of your organisation.

The expectations should be those that you would normally have towards a young professional beginning in the job.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Below average | Average  | Good | Excellent | N/A |
| Did the intern show autonomy and capacity of initiative?  |  |  |  |  |  |
| Did the intern ask relevant questions? |  |  |  |  |  |
| Did the intern followed the instructions received? |  |  |  |  |  |
| The quality of his/her work… |  |  |  |  |  |
| The intern work can be evaluated as… |  |  |  |  |  |
| Was the intern able to use his/her knowledge in his activities? |  |  |  |  |  |
| Did the intern adapt his/her behavior to different situations and interlocutors? |  |  |  |  |  |

**Which overall evaluation would best describe the intern’s performance, given your evaluation above?**

( ) Below average

( ) Average

( ) Good

( ) Excellent

**Please provide a short explanatory statement for your evaluation:**

**Other remarks or suggestions regarding the internship**

*If you were satisfied with this experience and wish to propose other internship opportunities in the future to IEE students on a regular basis (example: 1 or 2 interns per year), it is possible to sign with the IEE a framework convention determining the conditions for a more structural collaboration. For more information, do not hesitate to contact us: iee@admin.ulb.ac.be*