

**Guideline for Assessment  
2<sup>nd</sup> and 3<sup>rd</sup> Internship**

**Student name:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Project / topic:** \_\_\_\_\_

**A. Overall impression during the internship (maximum score: 100)\***

	maximum score
Motivation and self-monitoring <small>(Commitment, ability to work under pressure, analytical thinking/ability to implement, initiative, willingness to take on tasks)</small>	20
Quality of work <small>(Analytical and conceptional skills, willingness to learn, creativity)</small>	20
Way of working <small>(Independence, reliability, adherence to schedules, efficiency, flexibility)</small>	20
Team work and customer orientation <small>(Ability to integrate, interpersonal skills, cooperation/intercultural competence)</small>	20
Ability to communicate <small>(Personal manner, interpersonal skills, openness to dialogue, ability to manage conflicts)</small>	20
<b>Total A:</b>	<b>100</b>

\* Grading by the supervisor from the company only

**B. Report (maximum score: 100)**

Factual content <small>(Correctness, plausibility, critical assessment)</small>	30
Composition and structure <small>(Logic of structure, approach, central theme, objectives and references to the topic, conclusiveness of the argumentation)</small>	15
Derived results	25
Expression, style, grammar <small>(Comprehensibility, simplicity/clarity of phrases, punctuation)</small>	15
Academic writing technique <small>(Bibliography and further indexes, way of quotation)</small>	15
<b>Total B:</b>	<b>100</b>

**C. Presentation (maximum score: 100)**

Content and structure <small>(Agenda/outline, central theme, conclusion, reference to the topic, traceability)</small>	40
Visualization <small>(Design of the slides, text layout, proportion of text and pictures, relation between text and pictures)</small>	20
Rhetoric and language <small>(Way of speaking: pace, audibility, breaks, fluency, free speech)</small>	20
Time management and behavior during the following discussion	20
<b>Total C:</b>	<b>100</b>

**By signing the separate evaluation protocol, please confirm the final grades you award and that the practical phase has been carried out correctly. The THM supervisors receive the evaluation protocols through OsPlus.**