



**POLITÉCNICA**

## ERASMUS PROGRAMME STUDENT MOBILITY FOR PLACEMENTS

### ERASMUS INTERNSHIP EVALUATION REPORT

The objective of the Erasmus internship period is to contribute to the adaptation of students to the demands of the job market at the European Union level, to acquire specific aptitudes and to improve their understanding of the economic and social environment of the country at hand, at the same time as acquiring work experience.

The characteristics of these internships are:

- The home teaching institution should grant full recognition to the period of internship abroad.
- The student should receive a training agreement related to the programme of the period of internship; this agreement should be approved by:
  - The home institution of higher learning
  - The host organisation

So that, internships may receive academic recognition, it is necessary for the tutor of the company – the person that follows the work of the student closely – to evaluate the progress made during the internship.

For the purpose of helping the tutor to provide a final mark on progress made during the internship, a series of criteria are suggested that could be taken into account:

#### 1. Professional skills:

- Technical skills
- Personal efficiency
- Organisation and planning
- Practical creativity
- Will power and perseverance
- Dynamic attitude and involvement
- Autonomy and initiative
- Expression and communication skills
- Sense of responsibility

#### 2. Personal skills:

- Willingness to accept criticism
- Personal appearance and image
- Inter-personal relations
- Punctuality, attendance and presence on the job
- Ability to adapt easily
- Relations with superiors
- Collaboration and team spirit



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These criteria are solely for the purpose of orientation. It is the tutor of the organisation who knows the characteristics of the position and who has followed closely the work done by the student; thus, he/she should take into account the factors that need to be evaluated.

This mark should respond to the following academic scale:

- **Fail (0-4,99):** The majority of the requirements for the position have not been met.
- **Pass (5-6,99):** The demands of the position have been met and its principal activities have been accomplished.
- **Excellent (7-8,99):** The intern has stood out in certain important aspects of the position. This is an appropriate mark/grade for individuals who are effective at work.
- **Outstanding (9-9,99):** The intern has surpassed expectations concerning the most important aspects of the position. This is an appropriate mark for individuals who are very affective at work.
- **Outstanding *cum laude* (10):** The intern has surpassed expectations concerning the demands of the position in a brilliant manner. This mark/grade is only applicable for exceptional individuals in carrying out their work.



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**The following questionnaire has been drawn up to help you provide a mark for the final result of the internship, and which provides us with information regarding the company as well as the student. Please, fill out this form electronically, print, sign and return it to us.**

**EVALUATION QUESTIONNAIRE:**

Name of the <b>organisation</b> : _____
Address: _____
Field of activity: _____
Web page of the organisation: _____
Name of the person in charge of the internship: _____
Position: _____
E-mail: _____
Phone: _____ Fax: _____
Size of the company/institution: <input type="checkbox"/> "PYME" (Small and medium-sized companies- <500 employees) <input type="checkbox"/> Large companies (>500 employees)

Name of the <b>student</b> : _____
University center in which he/she is enrolled: _____
Phone: _____ E-mail: _____
Internship period: from: _____ to: _____
Field in which the internship is to be carried out: _____

**Mark/grade for the internship (1 to 10):**

Comments of note on the progress made during the internship:
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Description of the job carried out by the student:
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Strong points and weak points of the student:

General evaluation of the experience of working with European students:

Did the Organisation provide compensation to the student in any way for the job?  Yes  No  
*If the answer is yes, by means of:*

- A sum in money. Amount: \_\_\_\_\_
- Certificates for meals. Amount: \_\_\_\_\_
- Transportation expenses. Amount: \_\_\_\_\_
- Other. Amount: \_\_\_\_\_

In general, what did the student contribute to the organisation during the internship?

- Beneficial help in the daily work of the organisation
- Being able to delegate important tasks to the student
- Advantages and aid in the department in which he/she worked
- Constant interruptions to be able to solve problems
- No advantages

Is this the first time that you have had students of another nationality at your organisation?

- Yes
- No



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Would you like to have students from our University at your company/institution again?

- Yes  
 No

*If the answer is yes, please specify the number of vacancies and positions offered and in which period. You can consult the degrees which this university offers at this web site:  
[http://www2.upm.es/institucional/Estudiantes/Estudios\\_Titulaciones](http://www2.upm.es/institucional/Estudiantes/Estudios_Titulaciones)*

Name and signature of the tutor:  
Stamp of the company/institution  
Date:

***Please, send this report to the following postal address:***

Universidad Politécnica de Madrid  
Servicio de Atención al Alumno y Extensión Universitaria-Movilidad de Estudiantes  
Pº Juan XXIII, 11 – 1º; 28040 Madrid  
<http://www.upm.es/institucional/BecasErasmusPracticas>  
Email: [erasmus@upm.es](mailto:erasmus@upm.es)