



INSTITUTE FOR EUROPEAN STUDIES  
JEAN MONNET CENTRE OF EXCELLENCE

UNIVERSITÉ LIBRE DE BRUXELLES, UNIVERSITÉ D'EUROPE



**Advanced master in Interdisciplinary Analysis of European Integration  
Internship Evaluation Sheet**

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

Your evaluation of the intern's performance is of utmost importance. 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 in the following form and send it to the indicated address.

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

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

Please send the evaluation to  
Marianne Dony  
Institut d'Etudes Européennes  
ULB-CP 172  
39, avenue Roosevelt  
B 1050 Bruxelles  
E-mail : marianne.dony@ulb.ac.be

**Thank you!**

**Intern**

Surname and name: \_\_\_\_\_

Internship from to (date): \_\_\_\_\_

**Receiving organisation**

Name of institution: \_\_\_\_\_

Address: \_\_\_\_\_

**Intern supervisor**

Name: \_\_\_\_\_

Fonction/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
<i>Did the intern show own initiatives and autonomy?</i>					
<i>Did the intern ask relevant questions during the internship?</i>					
<i>Did the intern respect the comments that he/she received by supervisors?</i>					
<i>The quality of the intern's work was...</i>					
<i>The intern's method of working can be evaluated as...</i>					
<i>Was the intern capable of linking theoretical knowledge and practice?</i>					
<i>Did the intern integrate well into the team?</i>					
<i>Did the intern adapt his/her behavior appropriately to different situations and interlocutors?</i>					
<i>Did the intern respect deadlines?</i>					
<i>Other (please specify)</i>					

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:

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Other remarks or suggestions regarding the internship

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Date

Signature (and stamp)

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*If you were satisfied of 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](mailto:iee@admin.ulb.ac.be)*