

INTERNSHIP EVALUATION TEMPLATE

1. REPORT EVALUATION – 70%

1.1. Format – 20 points

1. Spiral binding - **2 points**
2. Cover page - **2 points**
3. Compliance with the internship report format (signatures, etc.) - **4 points**
4. Absence of unnecessary images in the report content - **4 points**
5. Compliance with general writing rules
 - a. Font size - **4 points**
 - b. Spacing between paragraphs - **4 points**

1.2. Content – 80 points

1. Description of the company where the internship was carried out - **10 points**
2. Report
 - a. Description of the work performed - **30 points**
 - b. Student's learning outcomes / gains - **30 points**
3. Appendices
 - a. Clarity of visuals - **5 points**
 - b. Formatting and labeling of graphs - **5 points**

2. COMPANY EVALUATION - 30%