

**Internship Evaluation Report**

***Instructions***

This report lists the criteria for evaluation of internship done as a part of the Institut Barcelona d’Estudis Internacionals (IBEI) Master programme. For each criterion, the supervisor of the student doing the internship should specify professional skills acquired by the students with marks from 1-4, 4 being the highest mark. If some criteria are not applicable, check “not applicable”. After completing the report, the supervisor should send it to the academic coordinator of the Master programme of IBEI internships via email (internship@ibei.org)

***General Information***

Name of the student:

Institution where the internship was done:

Supervisor:

Period:

Number of hours (total):

***General Skills***

 *General skills of instrumental nature*

1. Correct and timely realization of tasks

**1** **[ ]  2** **[ ]  3** **[ ]  4** **[ ]  Not applicable [ ]**

1. Foresight, organization and planning of tasks in the context of the internship

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Oral and written expression with accuracy and relevance

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable** **[ ]**

1. Speaking skills, synthetically and systematically, when presenting work in public

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Ability to effectively communicate in different languages

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Ability to use computer resources necessary to carry out the internship

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Willingness and ability to learn and acquire knowledge relevant for the internship

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

*General skills of interpersonal nature*

1. Integration into the labor dynamics of the institution where the internship is done

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Cooperation with the supervisor of the internship

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Capacity for teamwork and coordination in order to carry out a particular task

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Participation in group discussions, with active interaction

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Ability to work in a multicultural international environment

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

*General skills of interpersonal nature*

1. Management and time planning

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Ability to adapt to new situations

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Personal initiative and leadership

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Ability to generate new ideas and increase creativity.

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

*Specific skills*

1. Ability to apply specific knowledge of international relations and global governance in the context of internship

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Ability to identify, evaluate and use correctly the main sources of information related to the internship

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Ability to analyse complex international information

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Capacity for independent thinking and decision making as a part of successful internship

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Developing the capacity to design and produce written assignments in both paper and digital formats (reports, memoranda, resolutions, rules, agreements, etc…), focusing both on content and formal style

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

1. Motivation and concern for global and transnational challenges of the institution

**1 [ ]  2 [ ]  3 [ ]  4 [ ]  Not applicable [ ]**

***Additional comments (optional)***