



# Internship evaluation form for the tutor of the hosting organization

Fill and send by email to rap-scdesign@polimi.it

Name of the organization .....

Internship tutor .....

Name of the intern .....

Placement area within company .....

During the internship experience the student carried out the following tasks:

.....

.....

.....

.....

In what measure did the intern show the following skills?

	poor	sufficient	good	excellent
Motivation regarding assigned tasks and learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with the company tutor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of relation with clients/users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with corporate rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to organize tasks according to deadlines and schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility in carrying out the assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree of autonomy reached in the assigned activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposal of innovative and alternative solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall evaluation of the internship  
experience

Positive  
 Negative

Did the student show the necessary competences  
to carry out the assigned tasks?

Yes  
 No



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Do you think that the following competences were already **present** in the student before the internship, **developed** during the experience or still **lacking** as of today?

	present	developed	lacking
Knowledge of project representation techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of graphical techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of software and computer tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of visual communication instruments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of photographic techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of materials and technological processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of industrial manufacturing techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Market knowledge and awareness of competitive dynamics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation of economic impacts and budget management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to research using different sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall ability to manage the project process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to develop technical aspects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to contribute strategically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of foreign languages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did you support the student economically?

- No  
 Costs refund  
 Canteen/Meal coupons  
 Internship cheque  
 Other: .....

Did you offer a collaboration to the student?

- No  
 Yes, open-ended contract  
 Yes, fixed-term contract  
 Yes, project collaboration  
 Yes, other internship  
 Yes, apprenticeship contract  
 Yes, other kind of contract

(Tutor signature)

Organization stamp