

Evaluation form of the supervisor at the host organisation

*The following is a sample that needs to be modified based on the specific curriculum and the content of the subject of traineeship before it is taken into use*

Trainee’s details: *(to be filled in by the trainee)*

Name: Name

Student code: student code

Subject code: subject code

Faculty, department:Faculty, department

Details of the host organisation:

Name: Name

Field of activity: Field of aktivity

Web address:web address

**Name of the supervisor:** Name

position: position

contact details (phone; e-mail): phone, e-mail

**Period of the traineeship:** from date to date, the total of hours hours a week, weeks weeks

Objectives of the traineeship (sample):

The overall objective is to reinforce and supplement the knowledge acquired in basic and speciality subjects through practical training and prepare the student for coping in an actual professional work environment.

**Learning outcomes of traineeship** *(samples):*

* Is familiar with the structure of the host organisation and the position of the structural unit(s) related to the speciality studied;
* Is familiar with the main processes of the host organisation and, if necessary, is able to make suggestions for the improvement thereof in the areas related to the speciality studied;
* Is able to apply in practice the knowledge acquired in the learning process;
* etc. …

Content of traineeship, main tasks:

|  |
| --- |
| To be filled in by the supervisor at the host organisation |

Supervisor’s assessment of the trainee’s activity[[1]](#footnote-1):

**The level of knowledge required for performing the traineeship tasks was adequate**:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Totally agree |  | Rather agree |  | Partly agree |  | Rather disagree |  | Totally disagree |

Text

**The level of skills required for performing the traineeship tasks was adequate**:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Totally agree |  | Rather agree |  | Partly agree |  | Rather disagree |  | Totally disagree |

Text

**The trainee’s attitude to work** (e.g. fulfilment of the tasks set, compliance with deadlines) **was adequate:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Totally agree |  | Rather agree |  | Partly agree |  | Rather disagree |  | Totally disagree |

Text

**The trainee’s ability to adapt with the working environment, collective and his or her own role in the host organisation was adequate:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Totally agree |  | Rather agree |  | Partly agree |  | Rather disagree |  | Totally disagree |

Text

**How well did the trainee succeed in achieving the learning outcomes?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Need not be repeated, if the outcomes have been recorded on the first page of the form* | ***excellent*** | ***very good*** | ***good*** | ***satisfactory*** | ***poor*** |
| **1. learning outcome** |  |  |  |  |  |
| **2. learning outcome** |  |  |  |  |  |
| **3. learning outcome** |  |  |  |  |  |
| **4. learning outcome** |  |  |  |  |  |
| **5. learning outcome** |  |  |  |  |  |
| **6. learning outcome** |  |  |  |  |  |

**What were activities/tasks the student was good at; what are the areas that need to be developed:**

|  |  |
| --- | --- |
| **Strengths** | **Areas to be developed** |
| * list | * list |

**Would you accept students for traineeship also in future, why?**

Text

**Suggestions and comments concerning organisation of traineeship by the University** *(timing, supervision by the University, guidelines, etc.):*

|  |
| --- |
| Text |

*The completed evaluation form shall be signed either digitally or in hand.*

1. Use X [↑](#footnote-ref-1)