

**Leiden University, Faculty of Archaeology Internship Evaluation Form
to be completed by employer**

Name and function of internship assessor:								
Name and student number of student:								
Type of internship: <input type="checkbox"/> Excavation / <input type="checkbox"/> Survey / <input type="checkbox"/> Material internship / <input type="checkbox"/> Museum internship / <input type="checkbox"/> Heritage								
Please provide a rating on a scale of 1-5 (1=poor, 2=weak, 3=sufficient, 4=good, 5=excellent; I would not hesitate to offer this student a job.)				poor >>>>>>> excellent				
				1	2	3	4	5
General assessment, to be filled in for all types of internships	1. Participation (how did the trainee complete his / her tasks?)							
	2. Team performance (how well is the trainee capable of working in a team?)							
	3. Contact with outsiders (how well did the trainee communicate with people outside the team?)							
	4. Academic development (did the trainee demonstrate constructive critical views; did the trainee respond to instructions and / or take initiative?)							
To be filled in for excavation and survey internships	5. Documentation and registration (drawing, database, forms: how did the trainee perform in documenting observations?)							
	6. Archaeological observation and interpretation (how did the trainee perform in making observations and interpreting them?)							
To be filled in for internships not taking place in the field	7. Documentation and registration (databases, registration of finds: how did the trainee perform in gathering data?)							
	8. Strategy, archaeological observation and interpretation (how did the trainee perform in processing data and the interpretation of information, what strategy was used?)							
9. Additional information. General assessment of the internship and remarks concerning participation, efforts and (archaeological) insights.								

Approved by student:

Approved by Faculty supervisor:



Universiteit Leiden