

Evaluation MA Fieldwork/Internship REPORT		Faculty of Archaeology, Leiden University
Name and student number		
Title of the course	Fieldwork/Internship MA	
Amount of ects	5 ec	
Date of evaluation		
Supervisor		
<p>The MA internship involves a small practical project, exclusively linked to the 1st focus of the specialisation. It can take various forms: e.g. fieldwork (excavation or survey), a museum internship, laboratory/analytical work, or the editing/writing of a publication.</p> <p>This form evaluates the REPORT The mark for the report is the last mark needed to calculate the total grade for the internship. The report makes up 40% of the total grade, the work proposal 10%; and the evaluation of the practical skills 50%.</p>		
A: Evaluation of research context		
Does the student provide background information on the broader research project or the organisation in which the internship was embedded. Does the student summarize how the internship was organised and what the students' motivations and expectations were, as described in the proposal? Does the student give a short description of his/her role in the project, his/her aim, research question and the usefulness/benefit of the internship?		
B: Discussion of methodology and practice		
Is a critical review provided of how the project was carried out (how research and analysis methods were applied in reality, the use of modern (digital) techniques or how the project in general turned out in reality)? Does the student evaluate the methods applied, the problems encountered and suggest improvements for using alternative methods and techniques?		
C: Description of internship and results		
Are results presented clearly? Efficient use of figures and tables? Are the results discussed in relation to the student's expectations for the internship and are the aims of the internship met? Does the student evaluate how the results contribute to the aims of the broader, multidisciplinary, context? What was the overall outcome/benefit of the internship?		
D: Critical reflection: evaluation of functioning, suggestions for improvement		
Is a critical review of the personal learning experience provided with regard to the student's tasks and the time schedule? Does the student reflect on contact with (non-) specialists and his role in the research project and/or the organisation in which the internship was embedded? What is the main thing the student learned from		

<p>the internship and how has this contributed to his/her academic development?</p>	
<p>E: Deliberate literature choice</p>	
<p>Is relevant literature provided with regard to the broader research context and the methods and theories applied? Are suggestions for improvement well-founded?</p>	
<p>Evaluation and tips</p>	
<p>Summary of the evaluation and conclusions (=justification of the mark given)</p> <p><i>Benchmark</i></p> <p><i>5 or lower (Failure): not all or none of the requirements were met</i></p> <p><i>6 (Poor/Pass):</i> <i>all requirements were met, including a basic critical reflection + some suggestions for improvement based on literature</i></p> <p><i>7 (Average/Fair):</i> <i>r6 + a thorough critical reflection and new suggestions for improvement, based on literature</i></p> <p><i>8 (Good):</i> <i>r7 + suggestions for improvements based on own insight that give impulse to own internship</i></p> <p><i>9 (Excellent):</i> <i>r8 + insight of the student may contribute to the goals of the broader research project/organization</i></p> <p><i>(rx + =requirements of former mark apply + additional requirements as mentioned)</i></p>	
<p>Mark for proposal (10%): Mark for Internship evaluation (50%): <i>Mark for internship report (40%):</i></p>	<p>Total internship grade:</p>
<p>Date assessment</p>	<p>Signature supervisor</p>