

Internship Research Paper
Assessment form Academic Supervisor

Name of student	
Student ID	
Internship organisation	
Name of academic supervisor	
Title Internship research report	

The final assessment of the research internship report is based on an assessment of all the criteria. If an individual criterion is marked as 'very unsatisfactory', the final mark for the report cannot be 'satisfactory'. Please tick the appropriate mark. The academic supervisor should supplement the respective marks with an explanation in the text boxes. Please note that Research Internships cannot be awarded the grade 5.5. Once filled in, the assessment form should be signed and sent (in a PDF format) to the internship coordinator at internshipsps@fsw.leidenuniv.nl

<i>Grades:</i>	Very Unsatisfactory (1-4)	Unsatisfactory (5)	Satisfactory (6)	Very satisfactory (7)	Good (8)	Excellent (9-10)
<i>Criteria:</i>						
Part A: Academic reflections						
1. Introduction to the research topic and internship organisation						
2. Research Question						
3. Theoretical Framework						
4. Methodology and Analysis						

<i>Criteria:</i>	<i>Grades:</i>	Very Unsatisfactory	Unsatisfactory	Satisfactory	Very satisfactory	Good	Excellent
		(1-4)	(5)	(6)	(7)	(8)	(9-10)
5. Conclusion							
6. References and bibliography							
7. Readability and presentation							

Part B and C: to be filled in by the Internship Coordinator				
Part B: Progress Report	Fail	<input type="checkbox"/>	Pass	<input type="checkbox"/>
Part C: Evaluation Practical Supervisor	Fail	<input type="checkbox"/>	Pass	<input type="checkbox"/>

Grading	
Final Grade	
Explanatory remark	
Grading indication	
All criteria should at least be satisfactory, furthermore, the following indication should be used when grading the student:	
1 - 5	insufficient
6 - 6.5	sufficient
7 - 7.5	good
8 - 8.5	very good
9 - 10	excellent
Please note that Research Internships cannot be awarded the grade 5.5	

Academic Supervisor	
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Name	
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Signature	
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Date	
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Assessment instructions academic supervisor

- The Academic Research Report (part A of the Internship report) is assessed by the academic supervisor of the intern.
- Various criteria are used to assess the report. For each criterion, the academic supervisor expresses his verdict on the quality of the report in the form of a **numerical mark**. The academic supervisor supplements the mark with a **written explanation**.
- Part B and Part C are filled in by the **Internship Coordinator**.
- Final grades are given on a numerical scale ranging from 1 to 10 in half-grade increments (0,5), with the exception of the grade 5,5 which cannot be given as a final grade.
- After the academic supervisor has assessed the report, and has given the report the final grade, he or she needs to fill out the assessment form and send it to the Internship Coordinator who will send the form to the student and to the OSC for processing and archiving.

Criterion	Guidelines for a good evaluation (mark 8). This serves only as an indication.
1. Introduction	<ul style="list-style-type: none"> • The student has convincingly demonstrated that the research topic addresses an academic challenge and how the internship at the internship organisation contributes to a better understanding of this challenge.
2. Research question	<ul style="list-style-type: none"> • The thesis is embedded in a wider societal framework. • The theoretical and practical significance of the thesis is clearly formulated. • The problem statement is clear and concise.
3. Theoretical framework	<ul style="list-style-type: none"> • A scientific theory and its most prominent research findings on the research topic is presented in a precise and comprehensible fashion. • The discussion of the literature guides the student's choice of research approach/theory/hypotheses for investigating the research question. • Key terms and concepts are defined adequately, used consistently, and, when necessary, operationalized to a sufficient degree.
4. Methodology and Analysis	<ul style="list-style-type: none"> • The research design (content analysis, case study, experiment, survey, etc.) is clear. The choice of research material is appropriate for the research question. • The operationalisation/further description of theoretical terms is sufficient to apply these to the research material. • Research aspects are accorded sufficient attention. • The research material is described succinctly in the given key terms/concepts. • The research method is applied adequately to answer the research question. • The results are systematically described, if necessary by explaining results presented in tables and figures. If the research tests hypotheses, it is made clear whether these hypotheses can be maintained. If the research is exploratory, it is made clear how provisional ideas have been refined. If the research involves literature study, the final verdict on the central hypothesis in the studies that have been researched is made clear.

5. Conclusion	<ul style="list-style-type: none"> • The student answers the research question on the basis of the preceding academic reflection and states which research results were crucial and why. • The student reflects critically on the strengths and weaknesses of the research, also by considering the results of other researchers. • The student makes recommendations for further research.
6. References and bibliography	<ul style="list-style-type: none"> • There is a clear difference between facts observed by others, the assumptions and views of others, the student's own observations and the student's own opinions. The student has not committed plagiarism or fraud. • A standard citation style is correctly and consistently used (generally APA, but in some instances another style may be used). • The bibliography is complete and formatted according to the APA guidelines or another academic referencing style.
7. Readability and presentation	<ul style="list-style-type: none"> • Spelling and grammar are in order. The writing style is clear (objectifying and systematic but clear and lively). • The research report is clearly structured: the problem statement and sub-questions help structure the argument. The research report has the correct length and care has been taken with the layout.