

Student name: _____

Company: _____

Project / topic: _____

A. Overall impression during the internship (maximum score: 100)

Motivation and self-monitoring

(Commitment, ability to work under pressure, analytical thinking/ability to implement, initiative, willingness to take on tasks)

	maximum score 20
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Quality of work

(Analytical and conceptual skills, willingness to learn, creativity)

	20
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Way of working

(Independence, reliability, adherence to schedules, efficiency, flexibility)

	20
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Team work and customer orientation

(Ability to integrate, interpersonal skills, cooperation/intercultural competence)

	20
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Ability to communicate

(Personal manner, interpersonal skills, openness to dialogue, ability to manage conflicts)

	20
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Total A:

 100

B. Report (maximum score: 100)

Factual content

(Correctness, plausibility, critical assessment)

	36
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Composition and structure

(Logic of structure, approach, central theme, objectives and references to the topic, conclusiveness of the argumentation)

	16
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Derived results

	16
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Expression, style, grammar

(Comprehensibility, simplicity/clarity of phrases, punctuation)

	16
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Academic writing technique

(Bibliography and further indexes, way of quotation)

	16
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Total B:

 100

C. Presentation (maximum score: 100)

Content and structure

(Agenda/outline, central theme, conclusion, reference to the topic, traceability)

	36
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Visualization

(Design of the slides, text layout, proportion of text and pictures, relation between text and pictures)

	16
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Charisma

(Confidence, audience involvement, body language, posture)

	16
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Rhetoric and language

(Way of speaking: pace, audibility, breaks, fluency, free speech)

	16
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Time management and behavior during the following discussion

	16
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Total C:

 100

Date and signature

GRADING SCHEME

Percentage points	Grade	Grade (verbal designation)	Definition
100 bis 95	1,0	excellent	outstanding academic performance
94	1,1		
93, 92	1,2		
91	1,3		
90, 89	1,4		
88	1,5		
87, 86	1,6	good	academic performance considerably above the average standard
85	1,7		
84, 83	1,8		
82	1,9		
81, 80	2,0		
79	2,1		
78, 77	2,2		
76	2,3		
75, 74	2,4		
73	2,5		
72, 71	2,6	satisfactory	academic performance that meets the average requirements
70	2,7		
69, 68	2,8		
67	2,9		
66, 65	3,0		
64	3,1		
63, 62	3,2		
61	3,3		
60, 59	3,4		
58	3,5	sufficient	academic performance that meets the requirements despite some shortcomings
57, 56	3,6		
55	3,7		
54, 53	3,8		
52	3,9		
51, 50	4,0	fail	academic performance that does not meet the requirements due to grave shortcomings
below 50	5,0		