Final Reflection Report Part I: to be written by the Student

This form is used to evaluate a student's performance during a Work Experience, integrating summative (final) feedback. It supports reflection, dialogue, and assessment. The completed form must be signed and submitted to Canvas.

1. General Information

Student's Name:

Supervisor's Name:

Position/Project Title:

Organization/Department:

2. Final Reflection on Learning Experience and Professional Development (1500-2500 w.)

3. Confirmation Supervisor

Date:

Supervisor’s Name and Signature:

Final Reflection Report Part II: to be filled in by the Supervisor

1. Final Evaluation

For each category, please provide comments where relevant.

Competency	Pass	Needs Improvement	Not Applicable
Understands and completes tasks			
Asks appropriate questions/seeks clarification			
Communicates effectively (oral and written)			
Works well with others			
Accepts and uses feedback constructively			
Demonstrates flexibility and adaptability			
Shows punctuality and reliability			
Takes initiative			
Shows willingness to learn			
Manages time and meets deadlines			
Demonstrates required skills for tasks			
Produces accurate and careful work			

Self-assessment and reflection are sufficient			
Progress toward professionalization objectives			

2. Final Feedback (ca. 500 w.)

A. Student's Strengths
What does the student do particularly well?

B. Areas for Improvement
Where could the student improve further?

C. Summary of Progress and Development
Comment on the student's overall performance, development, and learning.

D. Additional Notes (optional)

3. Overall Evaluation

The student's performance is:

☐ Pass ☐ Fail

4. Signatures

Date:

Supervisor's Name and Signature: