**Interim Evaluation Form Part I: to be written by the Student**

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

**1. General Information**

Student's Name:

Supervisor's Name:

Position/Project Title:

Organization/Department:

**2. Update Project, Activities and Tasks (500-750 w.)**

**3. Reflections on Progress (500-750 w.)**

**4. Confirmation Supervisor**

Date:

Supervisor’s Name and Signature:

**Interim Evaluation Form Part II: to be filled in by the Supervisor**

**1. Evaluation and Feedback**

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. Qualitative Feedback (ca. 200 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. Signatures**

Date:

Supervisor's Name and Signature: