UNIVERSITY OF NAMIBIA

**FACULTY OF SCIENCE**

**DEPARTMENT OF BIOLOGICAL SCIENCES**

# STUDENT INTERNSHIP ASSESSMENT REPORT

## NAME OF STUDENT:…………………………………… STUDENT NO:…………………

## Preamble

This assessment report is based on a number of criteria (qualities) and a graded scale of rating, with scores ranging between 0 – 5 (in which 5 is the highest) applied on each criterion. The total rating obtained by a student is the sum of scores obtained by the student in the first two sections below.

**SECTION 1: STUDENT EVALUATION (INFORMATION TO BE SUPPLIED BY THE STUDENT)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **RATING** | | | | | |
| **0** | **1** | **2** | **3** | **4** | **5** |
| 1. **Understanding of Host Organization** |  |  |  |  |  |  |
| a) Core business of the organization |  |  |  |  |  |  |
| b) Organization’s organogram |  |  |  |  |  |  |
| c) Aspects of human resources management |  |  |  |  |  |  |
| d) Safety information |  |  |  |  |  |  |
| e) Environmental management information |  |  |  |  |  |  |
| f) Environmental monitoring and control |  |  |  |  |  |  |
| g) Quality assessment information |  |  |  |  |  |  |
| h) Awareness of the latest technologies in production/harvesting |  |  |  |  |  |  |
| i) New techniques in genuine working conditions |  |  |  |  |  |  |
| 2. **Understanding of Production Cycle (where applicable)** |  |  |  |  |  |  |
| a) Inputs (raw materials) |  |  |  |  |  |  |
| b) Processing (conversion) |  |  |  |  |  |  |
| c) Outputs (Packaging and Marketing) |  |  |  |  |  |  |

**SECTION II:**

**Comments/Recommendations by the student:**

**………………………………………………………………………………………………**

**………………………………………………………………………………………………**

**………………………………………………………………………………………………**

**………………………………………………………………………………………………**

**Student’s Signature:……………………………………… Date:………………..**

**Name of Student:…………………………………………. St. No:…………….**

**SECTION III: TO BE COMPLETED BY THE SUPERVISORY TEAM**

|  |  |
| --- | --- |
| **CRITERIA** | **COMMENTS ON HOST ORGANIZATION** |
| a) Availability of work plan for students |  |
| b) Time allocation for project and data collection |  |
| c) Methods of student’s assessment |  |
| d) Student’s access to information |  |
| e) Availability of specific Supervisor/Line Manager for student |  |
| f) Progress rating |  |

**SUMMARY OF EVALUATION (TO BE COMPILED BY THE SUPERVISORY TEAM)**

**Total Score:…………………………………………………………….**

**Comments/Recommendations by Supervisor(s):**

**………………………………………………………………………………………………**

**………………………………………………………………………………………………**

**………………………………………………………………………………………………**

**………………………………………………………………………………………………**

**Student’s Signature:……………………… Date:………………………………………..**

**SUPERVISOR(S)**

**Name:…………………………………… Signature:………………….. Date:………….**

**Name:…………………………………… Signature:………………….. Date:………….**

**Name:…………………………………… Signature:………………….. Date:………….**

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**DEPARTMENT OF BIOLOGICAL SCIENCES**

# STUDENT INTERNSHIP ASSESSMENT REPORT

## NAME OF STUDENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REG. NO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVALUATION OF STUDENT BY HOST ORGANIZATION (TO BE COMPLETED BY THE MENTOR OR LINE MANAGER)**

This assessment report is based on a number of criteria (qualities) and a graded scale of rating, with scores ranging between 0 – 5 (in which 5 is the highest) applied on each criterion. The total rating obtained by a student is the sum of scores obtained by the student.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **RATING** | | | | | |
| **0** | **1** | **2** | **3** | **4** | **5** |
| 1. **Understanding of Host Organization** |  |  |  |  |  |  |
| a) Core business of the organization |  |  |  |  |  |  |
| b) Organization’s organogram |  |  |  |  |  |  |
| c) Aspects of human resources management |  |  |  |  |  |  |
| d) Safety information |  |  |  |  |  |  |
| e) Environmental management information |  |  |  |  |  |  |
| f) Environmental monitoring and control |  |  |  |  |  |  |
| g) Quality assessment information |  |  |  |  |  |  |
| h) Awareness of the latest technologies in  production/harvesting |  |  |  |  |  |  |
| i) New techniques in genuine working  conditions |  |  |  |  |  |  |
| 2. **Understanding of Production Cycle (where applicable)** |  |  |  |  |  |  |
| a) Inputs (raw materials) |  |  |  |  |  |  |
| b) Processing (Conversion) |  |  |  |  |  |  |
| c) Outputs (Packaging and Marketing) |  |  |  |  |  |  |
| 3. **Project Proposal** |  |  |  |  |  |  |
| a) Relevance to field of study |  |  |  |  |  |  |
| b) Relevance to host organization |  |  |  |  |  |  |
| c) Relevance to industry |  |  |  |  |  |  |
| d) Socio-economic significance to the nation |  |  |  |  |  |  |
| e) Socio-economic significance to the local community |  |  |  |  |  |  |
| f) Feasibility: Is it researchable? |  |  |  |  |  |  |
| g) Feasibility: Are resources available? |  |  |  |  |  |  |
| h) Feasibility: Is time allocated enough? |  |  |  |  |  |  |
| i) Acceptability of proposal |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **RATING** | | | | | |
| **0** | **1** | **2** | **3** | **4** | **5** |
| 1. Exposure to Real Life Environment  Development professional Ethics |  |  |  |  |  |  |
| a) Adaptability (ability to identify niche in  host organization |  |  |  |  |  |  |
| b) Initiative (ability to act independently) |  |  |  |  |  |  |
| c) Motivate |  |  |  |  |  |  |
| d) Leadership qualities |  |  |  |  |  |  |
| e) Team Work |  |  |  |  |  |  |
| f) Commitment |  |  |  |  |  |  |
| g) Reliability |  |  |  |  |  |  |
| h) Time consciousness |  |  |  |  |  |  |
| * Attitude towards management |  |  |  |  |  |  |
| * Attitude towards workmates |  |  |  |  |  |  |
| j) Compatibility (the extent to which an  individual is matched to the host  organization |  |  |  |  |  |  |
| k) Ability to apply skills and theoretical  concepts |  |  |  |  |  |  |
| m) Attitude towards work |  |  |  |  |  |  |

2. **Comments/Recommendations by the Mentor/Line Manager**

**………………………………………………………………………………………………**

**………………………………………………………………………………………………**

**………………………………………………………………………………………………**

**………………………………………………………………………………………………**

**Mentor’s Signature:…………………………………………. Date:………………..**

**Mentor’s Name in Full and Rank:……………………………………………………….**

**Name of Host Organization:……………………………………………………………...**

**Student’s Signature:……………………………………… Date:………………..**