**IT001-4-2 – Internship or Industrial Training**

Student Name :

Student ID No :

Intake :

Company Name :

Company Address :

Mentor :

Start Date :

End Date :

|  |  |  |
| --- | --- | --- |
| Items | √ for yes and X for no | Student’s Signature |
| Marking Scheme |  |  |
| 8 weekly log books – signed and stamped by the company |  |  |
| Cover Letter & CV |  |  |
| 1 Project Log Sheet signed by your mentor |  |  |
| Email sent to your mentor by the end of the first week of your internship |  |  |

**APU Internship or Industrial Training**

**Internship Assessment Form Part 1 (IT001-4-2)**

|  |
| --- |
| Student Name:  Student Number:  Intake: |

|  |
| --- |
| Mentor: |

**Notes**

1. This Internship Assessment Form is intended to give a quantitative means of judging a student’s performance for the duration of the first 8 weeks of internship through a written logbook.
2. The mentor is required to mark on the scale for each category the assessment of the student’s performance under each category, with additional comments to qualify their judgement. At the end the marks should be totalled up.
3. The mentor should include comments to justify the assessment given.
4. If a mentor is unable to assess any category, this should be noted in the “Comment” area.
5. The main objective of the ***logbook*** is to evaluate the depth of knowledge and skills of the student in relation to industrial experience and subject matter related to their area of studies.

**1 Knowledge and skills**

**Understanding in technical knowledge:** To what extent did the student develop their technical knowledge which is required in the work place?

Poor Good

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No understanding of subject matter shown in the internship | 1. **2**   Only minimal understanding shown of subject matter. Little to suggest the student has studied the topic as an internship experience | **3 4**  A basic knowledge of subject matter is shown but in many areas, this is superficial with many flaws visible | 1. **6**   Adequate knowledge of subject matter is shown. In the main the student’s work is fair but lacks giving required detail and depth in areas | **7 8**  Good level of knowledge shown related to the subject matter in some areas though misses minor details | **9 10**  Very high level of subject matter shown with all or near all aspects covered well |

Comment:

**Understanding in non-technical knowledge:** To what extent did the student develop their non-technical knowledge which is required in the work place?

Poor Good

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No understanding of subject matter shown in the internship | 1. **2**   Only minimal understanding shown of subject matter. Little to suggest the student has studied the topic as an internship experience | **3 4**  A basic knowledge of subject matter is shown but in many areas this is superficial with many flaws visible | 1. **6**   Adequate knowledge of subject matter is shown. In the main the student’s work is fair but lacks giving required detail and depth in areas | **7 8**  Good level of knowledge shown related to the subject matter in some areas though misses minor details | **9 10**  Very high level of subject matter shown with all or near all aspects covered well |

Comment:

**Understanding in skills:** To what extent did the student develop the skills which are required in the work place?

Poor Good

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No understanding of subject matter shown in the internship | 1. **2**   Only minimal understanding shown of subject matter. Little to suggest the student has experience as an internship exercise | **3 4**  A basic knowledge of subject matter is shown but in many areas this is superficial with many flaws visible | 1. **6**   Adequate knowledge of subject matter is shown. In the main the student’s work is fair but lacks giving required detail and depth in areas | **7 8**  Good level of knowledge shown related to the subject matter in some areas though misses minor details | **9 10**  Very high level of subject matter shown with all or near all aspects covered well |

Comment:

**2 Learning experience**

**Development of experience:** To what extent did the student develop the learning experience or acquire new knowledge in the areas of internship and the specific subject area?

Not much A lot

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No new or existing skills developed | **1 2**  Only trivial skills learned or developed. Learning in the main is negligible. Not much in the way of totally new learning undertaken | **3 4**  Some skills developed either existing or totally new. The skills learned are basic and restrictive with further development possible | **5 6**  The student has developed some sound existing and new skills, but has room to have applied themselves to several more skills | **7 8**  A pleasing number of existing skills have been developed at depth. A large number of new skills have also been learned | **9 10**  The student has shown a high level of development related to the development of existing and new skills. In relation to the project substantive learning of skills is shown. |

Comment:

**Development of experience for future career:** To what extent did the student develop the value of learning experience or acquire new knowledge in their future career and plan for that career?

Not much A lot

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No new or existing skills developed | **1 2**  Only trivial skills learned or developed. Learning in the main is negligible. Not much in the way of totally new learning undertaken | **3 4**  Some skills developed either existing or totally new. The skills learned are basic and restrictive with further development possible | **5 6**  The student has developed some sound existing and new skills, but has room to have applied themselves to several more skills | **7 8**  A pleasing number of existing skills have been developed at depth. A large number of new skills have also been learned | **9 10**  The student has shown a high level of development related to the development of existing and new skills. In relation to the project substantive learning of skills is shown. |

Comment:

**3 Demonstrate the personal skills**

**In organisation:** To what extent did the student demonstrate the personal skills required in working in organisation and better manage projects?

Not much A lot

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No new or existing skills developed | **1 2**  Only trivial skills learned or developed. Learning in the main is negligible. Not much in the way of totally new learning undertaken | **3 4**  Some skills developed either existing or totally new. The skills learned are basic and restrictive with further development possible | **5 6**  The student has developed some sound existing and new skills, but has room to have applied themselves to several more skills | **7 8**  A pleasing number of existing skills have been developed at depth. A large number of new skills have also been learned | **9 10**  The student has shown a high level of development related to the development of existing and new skills. In relation to the project substantive learning of skills is shown. |

Comment:

**In people:** To what extent did the student demonstrate the personal skills required in working in organisation and better manage projects?

Not much A lot

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No new or existing skills developed | **1 2**  Only trivial skills learned or developed. Learning in the main is negligible. Not much in the way of totally new learning undertaken | **3 4**  Some skills developed either existing or totally new. The skills learned are basic and restrictive with further development possible | **5 6**  The student has developed some sound existing and new skills, but has room to have applied themselves to several more skills | **7 8**  A pleasing number of existing skills have been developed at depth. A large number of new skills have also been learned | **9 10**  The student has shown a high level of development related to the development of existing and new skills. In relation to the project substantive learning of skills is shown. |

Comment:

**4 Communication**

**CV:** Did the student provide a structured personal details and skills which identified the important aspects in relation to internship application?

Very poor Very well

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No personal details and skills. | **1 2**  Weak personal details and skills given, failing to introduce the aspects in internship application. | **3 4**  Introduction of personal details and skills provide a limited justification of the key elements associated with the internship | **5 6**  Satisfactory introduction on personal information and skills but lacking in detail in most areas | **7 8**  Good introduction on personal information and skills covering most areas of interest in detail. Some areas a bit sparsely discussed. | **9 10**  Very good introduction on personal information and skills covering all areas of interest in detail |

Comment:

**Cover letter:** How well was the student able to introduce their interest and justify their internship application?

Very poor Very well

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No introduction or consideration of major decision points or any discussion of overall content. | **1 2**  Some introduction are justified but lack detail and clarity of the internship interest | **3 4**  Introduce their introduction and justify the internship application but with little interest to show any justification/appropriate interest. | **5 6**  Satisfactory introduction but lacking in detail and interest in the internship application | **7 8**  Justification is given for the choice of internship and choices made with some interests. | **9 10**  Detailed introduction covering all aspects of internship interests and choices made leaving no doubt that appropriate choices have been made. |

Comment:

**Project Log Sheet & Email Communication:** How well did the student respond to discussion with mentor on the internship preparation?

Very poor Very well

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  Unable to respond adequately | **1 2**  Showed a lack of understanding of the discussion. | **3 4**  Hesitant to respond and show a lack of commitment to the discussion | **5 6**  Satisfactory respond to discussion given but more detail could be included in respond | **7 8**  Good respond in the discussion only lacking slightly more cohesive feedback | **9 10**  All discussion questions answered well with a high level of depth provided within the internship procedure |

Comment:

**4 Comments and Recommendations**

(Please supply any relevant comments, particularly if a fail or distinction recommendation is made).

|  |
| --- |
| Mentor comments |
|  |

|  |  |
| --- | --- |
| **Total Mark** |  |

**Please tick ‘Yes’ / ‘No’**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comments** |
| Total mark more than or equal to 50 |  |  |  |
| At least 8 weekly log books – signed and stamped by the company |  |  |  |

Mentor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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# **CV**

# **Cover Letter**

# **Project Log Sheet**

# **Week 1 Email**

# **Week 1 Logbook**

# **Week 2 Logbook**

# **Week 3 Logbook**

# **Week 4 Logbook**

# **Week 5 Logbook**

# **Week 6 Logbook**

# **Week 7 Logbook**

# **Week 8 Logbook**