Geneva School of Business Administration

**Department of Information Studies**

**DIRECTIVES ABOUT INTERNSHIP REPORT**

**DRAWN UP BY THE INFORMATION CENTER**

This assessment will be used by The Geneva School of Business Administration to **evaluate the quality of the student work during his/her work placement.**

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You are kindly requested to establish a report according to the after-specified directives.

If you have any questions about it, please let us know by mail.

**I ADMINISTRATIVE DATA**

STUDENT LAST NAME AND FIRST NAME

INFORMATION CENTER ADRESS

INTERNSHIP MENTOR

WORK PLACEMENT LENGTH

ABSENCES (illness, accident, military, etc.)

NUMBER OF HOURS PER WEEK

MONTHLY WAGE

**II ASSESSMENT**

The assessment is divided into three distinct parts :

**1) Linked to the internship objectives**

Please use **the task list related to the internship** included in the internship contract.

*For each of them, please use the following* ***scale : « good », « sufficient » or «inadequate »***

**You can add any comments or remarks if you want to be more specific about some directives.** If some of he tasks are not requested or carried on, please explain why**.**

**2) Linked to the main professional skills**

The trainee

 is able to use the professional technologies

 has sufficient general knowledge to work

 can manifest thinking skills facing a set of problems

 is able to argue about his opinion

 knows how to organise his work

 can show work responsibilities

*For each of them, please use the following* ***scale : « good », « sufficient » or «inadequate »***

**3) Linked to social skills**

The trainee displays

 Good communication skills

 Team spirit

 Initiative

 Autonomy

 Motivation (curiosity, enthusiasm, willingness to improve himself)

 Maturity (self-control, judgement, tenacity)

 Ability to innovate

 Flexibiliy

 Punctuality

 Helpfulness

*For each of them, please use the following scale* ***: « good », « sufficient » or « insufficient »***

**The internship assessment must be adressed(as an attached files) by mail to :**

**benoit.epron@hesge.ch**