

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's work during his/her work placement.**

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 ADDRESS

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 the tasks are not requested or carried on, please explain why.

2) Linked to the main professional skills

The trainee

- is able to use 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 organize 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
- Flexibility
- Punctuality
- Helpfulness

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

The internship assessment must be addressed (as attached files) by mail to :

benoit.epron@hesge.ch

cecile.mollet@hesge.ch

No later than the date indicated.