

3. FINISHING THE INTERNSHIP

Writing the internship report and receiving the evaluation of your performance and progress are the central themes after the internship. It is important for you to receive summative feedback and evaluation from supervisors for your further professional development. At this stage, often interns also do self-assessment of their performance during internship.

1. Prepare the internship report

in accordance with requirements set by HEI. Make sure you read all the documentation regarding the structure and amount of the report. Seek advice from your supervisors if needed.

2. Evaluate your performance and progress.

It may consist of:

- filling in the self-assessment form provided by HEI; different HEI might define different evaluation criteria; your self-assessment might be taken into consideration when assigning a final grade about your internship.
- evaluating to what degree your internship objectives that you and supervisor defined before the internship have been accomplished.

3. Meet your supervisor from the receiving organisation

- thank your supervisor for the opportunity and let him know what you learned from the experience
- ask for/receive their summative feedback about your performance and growth, about what you did well and where you can improve
- discuss if the the internship objectives have been accomplished
- if you would like to eventually work for the organization, let your supervisor know that you would be interested should a position become available
- ask for advice they may have regarding pursuing a career in the field or if they have any recommendations of people you might connect with regarding your career interests. You can also ask if your supervisor would be willing to serve as a professional reference or willing to write a recommendation on your LinkedIn profile.