

Llengua: English (United Kingdom)

Curricular Academic Internships (Internal Tutor – BA East Asian Studies)

BA Degree in East Asian Studies
Internships (course code 101521)
INTERNAL TUTOR REPORT: FORM FOR EVALUATING THE PROFESSIONAL FOLDER

Section 1

INTERNAL TUTOR DETAILS

1. Name and surname(s): *

2. E-mail: *

Section 2

STUDENT DETAILS

3. Name and surname(s): *

4. Student ID number: *

Section 3

CRITERIA FOR GRADING

N.B. More detailed comments and corrections of the professional folder can be sent directly to the student by email.

5. Presentation letter (score between 0 and 2):

- The presentation letter is well structured with clearly expressed and differentiated sections: salutation, introduction, interview request and ending.
- The main body of the text expresses the student's strong points and mentions which competences they have mastery of (general and specific).
- The student's strong and weak points are expressed in a way that they manage to "sell" their professional competences in the context of a potential job offer.
- The presentation letter is well written and contains no formal grammatical, lexical or spelling errors. *

6. Contribution letter (score between 0 and 2):

6. Curriculum (score between 0 and 3):

- The student's CV is organised into the following sections: personal details, professional profile and academic training. If appropriate or pertinent, it should also include sections reflecting the student's professional experience, complementary training and any other pertinent data.
- There are not grammatical, lexical or spelling mistakes.
- The layout is correct: there are no inconsistencies in the format for different sections. The text type, font and size are coherently maintained throughout all the section titles and main text. *

Number must be between 0 - 3

7. Samples of tasks performed (score between 0 and 2):

- The student has put together a portfolio of (or explains in detail) at least 5 samples of work / tasks performed during the internship.
- This portfolio includes a critical analysis of how they have resolved problems which have cropped up during the internship.
- There are no grammatical, lexical or spelling mistakes. *

Number must be between 0 - 2

8. Professional rates (score between 0 and 1.5):

- The student has provided a comprehensive table of rates they would charge. This should include, at the very minimum, the services provided in accordance with their professional profile as set out in their CV.
- The student has provided a mock invoice for real or mock tasks or services, which includes all the relevant data: name of service provider, name of client, invoice number, date issued, description, quantity/unit price, balance due, tax withholding and VAT (if applicable). *

Number must be between 0 - 1.5

9. Organisation and design (score between 0 and 1.5):

- The contents of the professional folder are well organised.
- The use of fonts, colours, text and page layout, margins etc. makes it easy to read. *

Number must be between 0 - 1.5

10. Overall grade (sum of the marks given in items 5-9) [use period instead of comma as decimal separator]: *

The value must be a number

11. Open written evaluation (optional):

Enter your answer