

# OBSERVATION SHEET

Name and surname of the internship student: .....

Name and surname of the internship tutor.....

Name of the internship partner.....

Name and surname of the coordinating professor.....

The student's behavior and integration into the activity of the organization are to be assessed with one of the following evaluation ratings:

FB (very good); B (good); S (satisfactory); N (unsatisfactory)

Criteria	Evaluation rating
1. <b>Discipline</b> <i>(the extent to which the internship student followed the tutor's instructions and demonstrated discipline during the internship stage)</i>	
2. <b>Punctuality</b> <i>(the extent to which the internship student complied with the practice schedule agreed with the tutor, proved to be punctual at the company's premises)</i>	
3. <b>Responsibility in solving the tasks</b> <i>(the extent to which the internship student performed the activities assigned by the tutor during the internship, proved responsibility in solving the tasks)</i>	
4. <b>Compliance with the company's internal regulations</b> <i>(the extent to which the internship student showed appropriate conduct, complied with the internal regulations of the internship partner)</i>	
5. <b>Gained competencies through involvement in the activities performed during the internship</b> <i>(the extent to which the internship student has acquired competencies as a result of the activities carried out under the guidance of the tutor)</i>	

Date

Name and surname of the tutor

Signature

## EVALUATION REPORT

..... (name of the tutor), having the position  
 ..... within ..... (name of organization)  
 having the headquarters in ..... (town), no. ....,  
 ..... street, .....building., .....floor,  
 apartment ....., ..... county / sector, phone number .....,  
 email adress ....., the tutor of  
 ..... (name of the internship student),  
 enrolled at the Bucharest University of Economic Studies, Faculty of Marketing, in the ..... year  
 of study, the education form ....., group number ....., I confirm that the above-  
 mentioned student served an internship of practice within the organization during the academic  
 year 2020-2021, totaling **84** hours of practical training.

Following the internship, the student is evaluated with one of the following ratings:

FB (very good); B (good); S (satisfactory); N (unsatisfactory)

Final evaluation	Rating
Gained practical knowledge in the marketing field	
Discipline demonstrated during the internship stage	
<b>Global evaluation of the internship served by the student</b>	

Other observations and remarks concerning the student's activity (*optional*):

.....  
 .....

Date

Name and surname of the tutor

Signature