

Dear tutor,

Thank you for taking the time to supervise our student's work while on placement in your organisation.

We hope that the experience has been positive for all concerned. In order to help us assess the student's performance and award a final grade for the semester, we request that you take a few minutes to fill in the following questionnaire. This will also help us to measure how well our MA programs match the requirements of your organisation and sector. Please return the form by email to your student's academic tutor, or to the address below.

## General information

Student	Company
Name:	Name:
MA Program: LEACA <input type="checkbox"/> MASCI <input type="checkbox"/> T2M <input type="checkbox"/>	Address:
Academic tutor:	Tel.:
Placement start date:        ...../...../.....	Email:
Placement end date:        ...../...../.....	Name and position of tutor:
Subject of placement/tasks carried out:	Date and signature    ...../...../.....

## Placement evaluation

Tutor's comments on student's performance on placement:		--	-	=	+	++
1	<b>General attitude</b>	Attendance and punctuality, presentation				
2	<b>Teamwork</b>	Ability to integrate and work with a team				
3	<b>Motivation and dedication to tasks</b>	Level of interest and enthusiasm for assigned tasks				
4	<b>Communication and sociability</b>	Ability to share ideas with others, orally or in writing				
5	<b>Curiosity</b>	Interest in learning new ideas and skills				
6	<b>Initiative, imagination and creativity</b>	Ability to work efficiently with a minimum of supervision and guidance, and to offer original solutions.				
7	<b>General knowledge</b>	Depth of knowledge in relevant fields				
8	<b>Critical and analytical skills</b>	Ability to make constructive criticism of situations encountered				
9	<b>Operational proficiency</b>	Ability to complete tasks on schedule, ability to understand and follow instructions				
10	<b>Quality of work</b>	Quality and precision of working performed, quality of results				
<b>Grading criteria:</b>		-- : does not meet expectations	- : barely reaches expectations			
		+ : exceeds expectations	++ : exceptional work			

## Additional information:

Please comment on the trainee's ability to perform assigned tasks:

Should your organisation have further placements to offer in future, would you be willing to take on other trainees from the same degree program? Yes  No

### For examiners' use:

Examiners:

#### Placement report:

Structure and content:

Other comments:

#### Oral presentation:

Quality of presentation and answers to questions:

Other comments:

**Final grade:        /20**

Date ...../...../.....

Signature of academic tutor