

Course : Licence Gestion, parcours Gestion et Management

STAGE L3 - Internship feedback form

Intern's name:

Company's name and address:

Student's behaviour in general (Circle the appropriate description)

Presentation	excellent	good	passable	negligent
Professionalism	unsparing his/her time	conscientious	content with doing the bare minimum	frequently absent/lack of willing
Ability to fit in and leadership	clear leader	participant	follower	finds it hard to work with others
Dynamism and tenacity	tenacious	active player	average	gives up quickly
Clarity of expression	very clear	acceptable	confused	
Interaction	very appreciated	appreciated	leaves others indifferent	winds others up
Sense of humour	creates a laid-back atmosphere	keen to fit it	takes himself/herself too seriously	indifferent to the prevailing atmosphere

Student's intellectual and professional abilities (Circle the appropriate description)

Judgement	sound	acceptable	dubious	
Curiosity	Active in trying to find out what is going on around him/her	Interested in what is happening around him/her	Uninterested in anything outside his/her direct task	Unwilling to engage in what is going on around him/her
Organisational skills	Very autonomous in organising his/her work. Only asks for advice when really necessary.	Needs a helping hand in key parts of his/her work	Asks for help a little too often to get on by himself/herself	Dependent on advice all the time – has to be told what to do
Technical skills	excellent	good	average	unsatisfactory
Imagination	Comes up with original solutions	Steps occasionally out of the box	Is content to apply his/her theoretical knowledge – drifts along	No visible signs of using his/her imagination
Ability to convince others	Gets his/her ideas across well and convinces others to put them into practice	Tries to get others to buy into his/her ideas	Unable to get his/her ideas often across	Doesn't try to convince others

Student Appraisal Form to be filled in by the tutor as clearly as possible

Student's name:

Dates of internship: from /..... /..... to /..... /.....

Department:

Supervisor's name and position:

Nature of the work given to the student :

.....

Mark (out of 20) : /20

Signature	Company's stamp

General opinion of the student

Particular skills demonstrated during the internship:

.....

If a position should be vacant, would you consider hiring the student? yes no

Why?

What sort of position can you see the student going on to fill?

.....

Would you consider having another of our students next year? yes no

Thank you for filling in this questionnaire.

Grading Guide: Translating performance into a grade out of 20

Appraisal	Exceptional	Very satisfactory	Satisfactory	Average	Below par	Very weak
Which means...	Beyond expectations	Very good work	Good	Not all bad, but I'd hoped for better	Disappointing	Attitude needs to be changed
Grade out of 20	17 to 20	14 to 16	11 to 13	8 to 10	5 to 7	under 5

La fiche d'évaluation et le rapport de stage sont à renvoyer avant **le 3 septembre 2025.**

La validation de l'année universitaire suppose la remise et la validation de la totalité des documents relatifs au stage.