

INTERNSHIP MANUAL

Valid for students enrolled in the Modul University Vienna program

BBA in Tourism & Hospitality Management
BBA in Tourism, Hotel Management & Operations

Curricula Version 117, 118

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OVERVIEW, OBJECTIVES & BENEFITS

Internships are supervised, practical experiences through which students earn academic credits. These experiences provide valuable opportunities to apply the knowledge and skills acquired during their studies while gaining firsthand industry experience. They also allow employers to assess students in a professional environment and evaluate their potential for future employment.

Students in the **BBA in Tourism & Hospitality Management program as well as BBA in Tourism, Hotel Management and operations** must complete the Internship Module (32 total ECTS), which consists of the following elements:

- Professional Development Course (1 ECTS), see [page 4](#)
- Internship 960 hours (30 ECTS), see [page 5](#)
- Internship Report (1 ECTS), see [page 9](#)

Modul University Vienna students are encouraged to actively engage in diverse professional environments related to their studies. Internship Providers are expected to maintain a structured program that supports learning and growth, ensuring a professionally stimulating environment while allowing flexibility to accommodate individual training needs.

MU students benefit through:

- Acquiring experience in a real-life work environment
- Having the chance to put theory into practice, demonstrating significant understanding of their own learning strategies to cope with the requirements of the work environment
- Increasing the level of maturity and grasp of business culture
- Developing vocational and personal skills
- Enhancing career opportunities and establishing useful contacts in the industry
- Developing, reflecting, and evaluating the strategies to achieve their own career goals

Internship Providers benefit through:

- Employer branding
- Establishing academic partnerships
- The input of fresh, innovative ideas through talented students
- Gaining additional manpower during critical times
- Developing a pool of talent from which to recruit once students graduate
- The opportunity to give feedback to the university about knowledge and skills

PROFESSIONAL DEVELOPMENT COURSE | 1 ECTS

The Professional Development course is a **mandatory pre-requisite** which students must complete **PRIOR** to beginning their Internship. The goals for this course are twofold: 1) to prepare students for employment by providing resources, guidelines, and support in applying to companies of their choice in the industry; and 2) to orientate students to Internship opportunities, requirements, and procedures. The course consists of 14 units, split into 7 sessions.

Teaching approach

The course utilizes a combination of lectures, in-class discussions, case studies, critical reflections on the covered material, role plays, and group work.

Learning objectives

Upon successful completion of the Professional Development Course, students will be able to:

- Establish professional and personal goals for their Internship experience
- Understand Modul University's requirements in terms of the Internship
- Identify strategies and resources for finding employment opportunities
- Apply strategies and resources to find an Internship
- Use the job platform JobTeaser
- Create a LinkedIn profile
- Prepare their Curriculum Vitae and a Cover Letter
- Prepare for a successful interview
- Handle various interview questions including salary negotiation
- Identify and apply the rules of business etiquette
- Understand how the employment selection process works
- Know how to act during the first days of the job
- Understand the content requirements and writing guidelines for the Internship Report
- Know which documents are required to get ECTS points for their Internship

Assessment

Students will receive a **numeric** grade for the Professional Development Course, which is based upon student attendance, homework, participation and attendance at MU's career fair.

INTERNSHIP | 30 ECTS

Students are required to complete an Internship containing a minimum of **960 hours** in a field relevant to their study program, such as:

TSM Industry Segments:

- Hospitality Facilities such as Hotel / Resort / Clubs / Casino / Gaming (property and corporate)
- Conference Centers / Services / Convention / Event Planning (MICE)
- F&B Facilities such as Restaurants / Campus Dining / Managed Services
- Sports Facilities / Entertainment / Leisure / Stadiums / Arenas / Spa Wellness
- Travel / Tourism
- Airlines / Cruise Lines / Tours
- Destination Management / Property Management / REITs
- E-Commerce in H&T industry
- Winery

Job Functions for all students: (this list is not all-inclusive and PAD will determine if a position qualifies for the specific program of study)

- Consulting / Market Research
- Finance / Accounting
- Sustainability
- Marketing
- Sales & Business Development
- Real Estate Management
- Human Resources
- Advertising / Public Relations
- Brand / Product Management

This Internship is designed to provide students with the opportunity to apply their acquired theoretical knowledge and gain practical experience. All Internships should enable students to put theory into practice, develop vocational and personal skills, and enhance their career opportunities.

The student's specific tasks and expected deliverables for the Internship must be agreed upon in advance and approved by the Program Area Director or the Dean.

Internship Providers

An Internship Provider can range from large corporations to small and medium-sized enterprises, as well as Modul University's in-house internship opportunities. It is each **student's own responsibility to secure an Internship**. Potential Internship Providers can be found on JobTeaser. Students may also propose an Internship with an organization not listed in the JobTeaser database, as long as it is relevant to their studies. If it is unclear if an organization fulfills the requirements for an Internship, please consult with the Internship Coordinator.

Internship Specifications

The internship can be completed either domestically or abroad and may be undertaken as a single placement of at least 960 hours or divided into two equal parts of at least 480 hours each. The option to split the required minimum of 960 hours into two equal segments is intended to provide greater flexibility for students.

960 hours = approx. 6 months (24 weeks x 40 hours /week minus vacation days)

480 hours = approx. 3 months (12 weeks x 40 hours/week minus vacation days)

Considerations for non-EU students

Non-EU students can complete the Internship either **domestically or abroad**.

Within Austria

Non-EU students can **work full-time within Austria** as part of their Internship contract, if the **company informs the Austrian Public Employment Service (AMS)** in writing regarding the employment.

Outside of Austria

Non-EU students doing their **Internship outside of Austria**, are **self-responsible** to ensure scheduling their Internship according to the regulations of the **MA35**. Note that students are not allowed to be out of the country for longer than 6 months in order to keep their residence permit for Austria.

Code of Conduct

Similar to on campus behavior, all students must adhere to Modul University's Code of Conduct during their Internship. This includes the following points:

- Students' conduct and performance represent not only themselves but also Modul University Vienna. Before, during and after the Internship, students are effectively an ambassador for the university and should act accordingly.
- During the Internship, students will remain subject to the terms and conditions of Study contract signed with Modul University Vienna.
- Students must respect the laws of the country where they perform their Internship. You can find more information about the relevant laws of various countries [here](#).
- Students must dress appropriately for their position. If you are unsure about your dress code, contact career@modul.ac.at or your Internship supervisor at the company before the start of your Internship.
- Students must complete the Internship under the conditions in the Internship approval form signed between the Internship Provider, the student and the Internship Coordinator.
- Students should submit all relevant documents within the given time frame as required in this Internship Manual (see pages 6 and page 8).

Failure to comply with these rules may result in no ECTS points being awarded at the conclusion of the Internship.

Internship Documentation

In order for Modul University Vienna to evaluate students' Internship and grant them ECTS for their experience, it is necessary for students to provide detailed documentation at the beginning, middle, and end of their Internship.

Examples of all the forms required for the administration of the Internship are found at the end of this manual. Individual forms can also be downloaded from the Professional Development course Moodle page or from JobTeaser.

COMPLETED FORMS AND DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY (VIA EMAIL) TO THE INTERNSHIP COORDINATOR. FAILURE TO MEET THE SPECIFIED DEADLINES WILL RESULT IN STUDENTS NOT RECEIVING ECTS.

1. Internship Approval

All Internships require the approval of Modul University Vienna **before** they can commence. The Internship Approval Form, signed by the student and the Internship Provider, must be submitted to the Internship Coordinator prior to starting the Internship. A description of the Internship (i.e., the student's tasks, responsibilities, deliverables, etc.), duration (start and end date), and the total number of required working hours must be specified in the Internship Approval Form. The Internship Approval is only valid if it is signed by all relevant parties (the student, the Internship Provider, and the Program Area Director).

2. Mid-Term Appraisal

The Internship Mid-term Appraisal Form must be submitted to the Internship Coordinator within **4 weeks after the mid-point** of the Internship in order to assess the student's interim progress and experience.

3. Final Appraisal and Confirmation Letter

In order to assess the student's overall performance and experience, the Internship Final Appraisal Form must be completed and signed by the student's direct supervisor and submitted to the Internship Coordinator within **4 weeks after concluding** the Internship. Students must also submit to the Internship Coordinator a signed confirmation letter written by the Internship supervisor.

Assessment

After all the required documents and forms have been received, they will be reviewed by the respective Program Area Director. Students will receive a Pass or Fail grade for their Internship as determined by the Program Area Director. This assessment is based primarily upon the Mid-term and Final Appraisals and the successful completion of the required tasks and responsibilities.

If the student has achieved all required criteria, a **Pass** grade will be recorded and the respective ECTS points will be granted.

However, if the Internship was terminated early by either party, if another element stated in the Internship Agreement was not fulfilled, or if the student received negative Supervisor Appraisals, then a **Fail** grade may be recorded.

INTERNSHIP REPORT | 1 ECTS

After earning a Pass grade for the Internship, students must submit a final written report. The Internship Report is a 10-page/2500-word academic essay in which students describe their Internship and analyze it in depth according to the formal requirements specified below.

Report Structure

The Internship Report should be written in 12pt Times New Roman font with 1.5 line spacing and 2.54 cm margins.

The general structure of the Report should follow this order:

- **Introduction** (approximately 250 words) – Provide an overview of the Internship Provider for which you completed your Internship, including its main functions, activities, and objectives.
- **Description of the Internship** (approximately 500 words) – Provide a detailed description of the specific tasks and responsibilities you handled during the Internship and how they contributed to the Internship Provider's goals.
- **Academic Reflection** (approximately 1250 words)– Elaborate upon the key scientific principles, theories, and concepts that you have learned through your coursework at Modul University which were relevant to your Internship and explain how you applied this academic knowledge in practice during your Internship. The use of scientific sources with APA referencing style is required.
- **Personal Evaluation** (approximately 250 words) – Assess your overall experience, including what you learned personally and professionally.
- **Conclusions and Recommendations** (approximately 250 words) – Summarize key takeaways from the Internship experience and suggest any recommendations for improvement, both for the Internship Provider and for future students.
- **Bibliography** – A minimum of five scientific references must be included. APA referencing style is required.

Assessment

The Internship Report is due **8 weeks** after the completion of the Internship and must be submitted electronically (via email) to the Internship Coordinator.

THE USE OF GENERATIVE A.I. TO COMPLETE THE INTERNSHIP REPORT IS STRICTLY PROHIBITED AND WILL BE CONSIDERED ACADEMIC MISCONDUCT.

The Internship Report will be graded by the Program Area Director based on academic criteria, including structure, analysis, and reflection.

Grading Rubric

A	Structure	25 %
B	Analysis	40 %
C	Critical reflection	25 %
D	Academic writing	10 %

Explanation of Breakdown:

1. **Structure (25%)**

This section evaluates the clarity and coherence of the report. It includes how well the report is organized, how logical the flow is from introduction to conclusion, and the overall presentation (including headings, subheadings, formatting, and paragraph structure).

2. **Analysis (40%)**

This is the core academic component. It examines the student's ability to apply theoretical frameworks. This portion has a larger weight since it's the most critical aspect of the academic Internship.

3. **Critical Reflection (25%)**

This component evaluates the student's ability to reflect on the learning process, the challenges faced during the Internship, and how the Internship contributed to their academic and professional development. It assesses whether the student has critically evaluated their own work and learning journey.

4. **Academic writing (10%)**

This includes the writing style, clarity of expression, grammar, and spelling, and evaluates proper citation practices, including accurate referencing and consistency with the required citation style (APA)

ADDITIONAL INFORMATION

Modul University Vienna s Responsibilities

Modul University Vienna does its very best to assist students in finding suitable Internships within a safe working environment. The university arranges guest speakers, on-campus interviews and company presentations during the Modul Career Day that takes place each semester. The Professional Development course helps students to go through the application process.

However, the university does not allocate students to Internships. The Internship Coordinator will offer guidance and assistance, but it remains the student s responsibility to find a suitable Internship.

Internship Provider s Responsibilities

The organization shall treat the student as an employee on a short-term contract in accordance with the organization s policies and the country s legislation. The student shall have the same level of liability and insurance coverage provided for all employees at that level. The employer is expected to provide a safe working environment in conformity with Health and Safety legislation.

A full induction into the organization and its working practices should be offered. The employer will develop a training plan for the duration of the Internship and appoint a supervisor responsible for overseeing the student s work, conducting regular training, and providing guidance.

Additionally, the employer may assist the student in finding suitable accommodation and support with travel and visa arrangements. The employer is responsible for selecting a suitable candidate, determining the conditions of employment, and agreeing on the level of remuneration. In cases of contract violations or student misconduct, the employer shall consult with the Internship Coordinator at Modul University Vienna.

Student s Responsibilities

The student must not start working until the Internship approval has been signed by the 3 parties (the student, the Internship Provider, and the Program Area Director). The student must follow the terms stated in the Internship approval form and comply with all company rules and policies (e.g., working hours, confidentiality, health, and safety procedures).

The student must not work for another company while doing the Internship unless written permission is granted by the company and the Program Area Director. Any changes in the Internship such as changes in the time period, employer, conditions, etc., shall be discussed with the Internship Coordinator before any decision is made.

Transferring Credits for the Internship

Practical professional experience acquired by the student prior to enrollment at Modul University Vienna may be credited towards the Internship if it is compliant with the respective study regulations and the requirements outlined in this Internship Manual.

If the student has completed an equivalent professional Internship of **at least 960 working hours**, **the student must submit:**

- Application Form for Credit Transfer available on MU website
- Reference Letter or Certificate from the employer confirming the workplace, the student's duties and the time period of work

If the student has completed an equivalent professional Internship of **at least 480 working hours**, **the student must submit:**

- Application Form for Credit Transfer available on MU website
- Reference Letter or Certificate from the employer confirming the workplace, the student's duties and the time period of work
- The students need to complete another internship of 480 hours

Applications for credit transfers must be submitted to the Academic Office **prior to the study start at MU** and **prior to the beginning of the first semester at MU** to make their request eligible, and to allow enough time for the administration involved. More information can be found on the MU website. The Dean will decide if the Internship qualifies to be transferred.

With a positive decision, **30 ECTS for 960 working hours / 15 ETCS for 480 working hours** will be transferred towards the mandatory Internship.

STUDENTS AWARDED TRANSFER CREDIT FOR THE INTERNSHIP ARE STILL REQUIRED TO ENROLL IN THE PROFESSIONAL DEVELOPMENT COURSE AND SUBMIT AN INTERNSHIP REPORT WITHIN 8 WEEKS OF THE TRANSFER APPROVAL.

CONTACT

Internship Coordinator

Yasmin Straube

yasmin.straube@modul.ac.at

Room 1.04

Tourism & Hospitality Program Area Director

Maroun E. Aouad

maroun.aouad@modul.ac.at

Room 3.02

Dean of Undergraduate Programs

Jason Stienmetz

jason.stienmetz@modul.ac.at

Room 1.05

USEFUL LINKS

All jobs:

- <https://www.linkedin.com/>

Jobs in Austria:

- <https://www.tophotels.wien/>
- <https://www.karriere.at/>
- <https://jobs.derstandard.at/jobsuche>
- <https://www.monster.at/>
- <https://www.xing.com/>
- <https://www.stepstone.at/>
- <https://at.indeed.com/>

Student Jobs in Austria:

- <https://www.unijobs.at/>
- <https://www.studentjob.at/>

English-speaking jobs in Austria:

- <https://www.jobsinvienna.com/>
- <https://www.karriere.at/jobs/english-student/wien>
- <https://www.stepstone.at/jobs/Wien--English-Speaking.html>

INTERNSHIP APPROVAL FORM



Praktikumsgenehmigung

Internship Approval Form

Am Kahlenberg 1, Wien 1190, Austria
Tel.: +43 664 8408916
E-mail: yasmin.straube@modul.ac.at

Vertrag über ein Betriebspraktikum zwischen

This is a contract for an internship between:

Betrieb (Host organization information):

Name des Betriebs: Organization's Name:		Tel.: Phone:	
Standort des Betriebs: Organization's Address:		Fax:	
PLZ: Postal Code		Website:	
Ort: City:		Land: Country:	
Name des Vorgesetzten: Supervisor's Full Name:		Funktion: Title:	
E-Mail: E-mail:		Tel.: Phone:	
Anforderungen und zu erfüllende Aufgaben: Requirements and Tasks to be performed:			
Besondere Auflagen: Special Conditions:			

und and

Student (Student information completed by student):

Name des Studenten: Student's Name:		Matr. Nr.: Student ID:	
Adresse: Local Current Address:		Staatsbürger- schaft: Citizenship:	
PLZ: Postal Code:		Tel.: Phone:	
Ort: City:		E-Mail:	
Land: Country:			
Studienrichtung: Study Program:			

Das Praktikum beginnt am
The internship will start on:

und endet am
and end on:

Stunden/Woche
Weekly hours:

Stunden insgesamt
Total hours:

Das Praktikum wird in folgenden Abteilungen absolviert:
The internship will take part in the following departments:

Unterkunft wird vom Betrieb zur Verfügung gestellt:
Accommodation is provided by the organization:

☐ Ja
Yes ☐ Nein
No

ALLGEMEINES. Gemäß § 9 des vom AQ Austria akkreditierten Studienplans des BBA in Tourism and Hospitality Management, des BBA in Tourism, Hotel Management and Operations und des BSc in International Management with Professional Experience ist für Studierende das Absolvieren eines Pflichtpraktikums im Zeitausmaß von mindestens 900 Stunden (=28 ECTS) vorgesehen. Dieser Arbeitsstundenaufwand kann auf 2 gleich lange Praktika aufgeteilt werden. Die Absolvierung dieses Praktikums ist nötig, um den Studiengang erfolgreich abschließen zu können. Das Pflichtpraktikum dient der Erweiterung der erworbenen theoretischen Kenntnisse und methodischen Fähigkeiten in der Praxis. Durch die Auseinandersetzung mit der Berufswirklichkeit vermittelt es Kenntnisse im Bereich Management und führt zu einer Weiterentwicklung der Persönlichkeit, indem betriebliche Erfahrungen gesammelt und Wissen erworben wird, wie Führungsaufgaben in der Praxis erfüllt werden. **GENERAL INFORMATION.** According to § 9 of the study program regulations of the BBA in Tourism and Hospitality Management, the BBA in Tourism, Hotel Management and Operations, the BSc in International Management with Professional Experience at Modul University Vienna, accredited by the AQ Austria, completing a compulsory internship with a workload of at least 900 hours (=28 ECTS) is intended. This workload can be split into two internships of equal length. Not completing the internship successfully may hinder the student from being awarded his/her university degree. This work experience serves to extend the previously gained theoretical knowledge and the capability of putting methodical abilities in to practice. By engagement with the professional working world the compulsory internship imparts managerial knowledge and allows students to further develop their personality. Furthermore, by completing the compulsory internship, operational experience is gained and knowledge of how executive functions are fulfilled in practice is acquired.

FEHLZEITEN. Die PraktikantInnen verpflichten sich bei Fernbleiben vom Dienst, den Ausbildungsbetrieb sowie den Praktikumskoordinator der Modul University Vienna sofort davon zu unterrichten. Im Falle des Fernbleibens vom Praktikumsplatz gelten die ausgefallenen Stunden für das oben angeführte Zeitausmaß als nicht absolviert.

ABSENCE. The trainee shall report any absence to his/her internship supervisor and the internship coordinator of Modul University Vienna immediately. In case of periods of absence during the compulsory internship, the internship needs to be extended by the amount of the failed hours in order to successfully complete the internship.

PFLICHTEN DER PRAKTIKANTINNEN. Die PraktikantInnen verpflichten sich, etwaige ihnen bekannt werdende Geschäftsgeheimnisse zu wahren, den fachlichen Anleitungen des betrieblichen Personals zu entsprechen und die im Betrieb geltenden Sicherheitsvorschriften zu beachten.

TRAINEE'S RESPONSIBILITIES. The trainee shall follow all safety regulations and observe business confidentiality. Furthermore, the trainee is required to abide by the organization's rules and follow his/her supervisor's instruction.

PFLICHTEN DES AUSBILDUNGSBETRIEBES. Der Ausbildungsbetrieb muss eine Person ernennen, die für die Ausbildung, Förderung und Überwachung der PraktikantInnen verantwortlich ist. Diese Person füllt für die/den PraktikantIn einen Bewertungsbogen (Appraisal Form) aus. Bei Beendigung des Praktikums wird den PraktikantInnen vom Ausbildungsbetrieb eine Bestätigung ausgestellt. Diese Bestätigung hat kalendermäßige Angaben über die Dauer des Praktikums zu enthalten. Es sind auch Angaben über die erworbenen Fertigkeiten und Kenntnisse aufzunehmen. **ORGANIZATION'S RESPONSIBILITIES.** The organization must appoint a person who will be responsible for instructing, mentoring, and supervising the trainee. This person fills in an appraisal form at the end of the internship. A certificate of completion of the internship stating exact dates of employment will be issued by the employer at the end of the internship. Statements about acquired skills and knowledge, as well as personal development can be included.

VERSICHERUNG. PraktikantInnen die ihr Praktikum im Ausland absolvieren haben selbst für eine gültige Krankenversicherung über den gesamten Zeitraum des Pflichtpraktikums Sorge zu tragen. PraktikantInnen, die ihr Praktikum in Österreich absolvieren müssen bei der Krankenkasse angemeldet werden.

INSURANCE. *If the student does his/her internship abroad, it is the student's own responsibility to organize private health insurance that is valid for the duration of the whole internship period. If the student does his/her internship in Austria, he/she must be registered at the compulsory health insurance fund.*

DAUER. Das Pflichtpraktikum ist auf bestimmte Zeit befristet und kann in diesem Zeitraum jederzeit von beiden Vertragspartnern mit sofortiger Wirkung beendet werden. Im Falle einer Beendigung verpflichtet sich der Ausbildungsbetrieb umgehend, den/die Praktikumskoordinator/in an der Modul University Vienna zu benachrichtigen.

DURATION. *The compulsory internship is limited to a certain time period and can be terminated in this period at any time with immediate effect by both contracting parties. Should this contract be ended prematurely, the organization will immediately notify the internship coordinator of MODUL University Vienna.*

MELDUNG BEIM AMS. PraktikantInnen, die nicht österreichische oder EU-Bürger sind, können im Rahmen dieses Arbeitsverhältnisses nur nach vorheriger Meldung beim Arbeitsmarktservice beschäftigt werden.

REGISTRATION AT AMS. *Trainees that are not Austrian or European Union citizens may only be employed in the context of this internship employment after a previous agreement with the labor market service (AMS).*

HAFTUNG. Die Modul University Vienna kann für keinen Unfall oder Schaden, der von PraktikantInnen während des Arbeitsverhältnisses verursacht wird, zur Verantwortung gezogen werden.

LIABILITY. *Modul University Vienna cannot be held responsible for any accident or damage caused by the trainee during the internship period.*

SCHLUSSBESTIMMUNGEN. Dieser Praktikumsvertrag ist nur mit den Unterschriften der Praktikantin/des Praktikanten, des Ausbildungsbetriebes und des Program Area Directors der Modul University Vienna wirksam. Im Streitfall versuchen die Vertragsparteien eine einvernehmliche Lösung zu finden. Die Modul University Vienna behält sich das Recht vor, die Partnerorganisation für Marketingzwecke wie zum Beispiel Werbematerial, Webseite und Newsletter als solche zu nennen und ihr Logo dafür zu verwenden.

FINAL CLAUSES. *This internship contract will only go into effect with the signatures of the trainee, the organization and the Program Area Director of MODUL University Vienna. In case of difficulties, the contracting parties try to find a mutual and convenient solution. Modul University Vienna reserves the right to mention the partner organization as an internship partner of Modul University Vienna for marketing purposes such as brochures, website and newsletter and to use its logo for such purposes.*

Unterschriften Signatures	
Betrieb: Organization's Name	
Datum: Date:	
StudentIn: Student's Name:	
Datum: Date:	
Program Area Director/Modul University Vienna:	
Datum: Date:	
	Unterschrift Signature
	Unterschrift Signature
	Unterschrift Signature

MID-TERM APPRAISAL FORM



Internship Appraisal Form

completed by supervisor

Am Kahlenberg 1, Wien 1190, Austria
Tel.: +43 664 840 89 16
E-mail: yasmin.straube@modul.ac.at

Student Information

Student Name:			
Supervisor's Name:		Position:	
Organization:		E-mail:	

Dates of Project Duration

Internship start:		end:		Total number of hours worked:	
Department(s), in which the student has contributed:					
Duties performed by student:					

Evaluation

Please rate the student's performance in terms of:

Feedback on the student's
Contributions & Growth

(10 being excellent, 1 unsatisfactory) Assessments below a total of 61 points will result in no ECTS points being awarded.

	1-10
Attendance/Punctuality	
Attitude Towards People/Teamwork	
Quality of Work (Accuracy, Skills, Neatness, Perseverance)	
Initiative & Self-Confidence	
Judgement & Common Sense	
Oral Communication Skills	
Creativity	
Ability to Adjust/Adapt	
Management Potential	
Self-Discipline & Time Management	
Total	

Recommendations:

Signature

Supervisor's Name:		
Date:		Signature

FINAL APPRAISAL FORM



Internship Appraisal Form

completed by supervisor

Am Kahlenberg 1, Wien 1190, Austria
Tel.: +43 664 840 89 16
E-mail: yasmin.straube@modul.ac.at

Student Information	
Student Name:	
Supervisor's Name:	
Organization:	
Position:	
E-mail:	

Dates of Project Duration	
Internship start:	
end:	
Total number of hours worked:	
Department(s), in which the student has contributed:	
Duties performed by student:	

Evaluation	
Please rate the student's performance in terms of:	Feedback on the student's Contributions & Growth
(10 being excellent, 1 unsatisfactory) Assessments below a total of 61 points will result in no ECTS points being awarded.	
	1-10
Attendance/Punctuality	
Attitude Towards People/Teamwork	
Quality of Work (Accuracy, Skills, Neatness, Perseverance)	
Initiative & Self-Confidence	
Judgement & Common Sense	
Oral Communication Skills	
Creativity	
Ability to Adjust/Adapt	
Management Potential	
Self-Discipline & Time Management	
Total	
Recommendations:	

Signature	
Supervisor's Name:	
Date:	
Signature	