

Llengua: English (United Kingdom)

Curricular Academic Internships (Internal Tutor – BA Translation and Interpreting)

BA Degree in Translation and Interpreting
Internships (course code 101456)
INTERNAL TUTOR REPORT: FORM FOR EVALUATING THE PROFESSIONAL FOLDER

Section 1

INTERNAL TUTOR DETAILS

1. Name and surname(s): *

2. Email: *

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 (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 and the language combination(s) they offer 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