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| [AGISTÈRE DE BIOLOGIE](http://www.magistere-biologie.u-psud.fr/) | **Magistère de Biologie**  Secrétariat pédagogique : [marion.dietrich@universite-paris-saclay.fr](mailto:marion.dietrich@universite-paris-saclay.fr) |

Cécile LAGAUDRIERE-GESBERT

Université Paris-Saclay

91405 Orsay cedex

[cecile.lagaudriere-gesbert@universite-paris-saclay.fr](mailto:cecile.lagaudriere-gesbert@universite-paris-saclay.fr)

Dear Sir or Madam,

You have offered an internship to a student from the “Magistère de Biologie” of Paris-Saclay University. One of the main features of this degree is a mandatory internship (one per each of three university years) in different public and private institutions that will enable the student to raise his/her awareness of the variety of jobs (research, quality-control, production…) in the biological or biotechnology sectors.

These periods are decisive for the scientific formation of a student as they allow him/her to acquire, through new skills, a certain specificity which will be valuable for future studies and, especially, to provide evidence of his/her adaptability and capacity to respond to a professional need. In order to make this internship beneficial for the student, we recommend the host organisation entrust him/her with a project so as to give the trainee a certain degree of autonomy and responsibility.

The internship is graded by means of a paper report and an oral presentation held at the end of September.

At the end of the training, we kindly ask you to fill in the assessment sheet enclosed and send it by email to [marion.dietrich@universite-paris-saclay.fr](mailto:marion.dietrich@universite-paris-saclay.fr) before 01/09 .

Finally, we would like to thank you for helping us to train one of our students. Please do not hesitate to contact us should any questions arise.

Yours Sincerely,

Prof. Cécile Lagaudrière-Gesbert

Magistère de Biologie

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Trainee Assessment Sheet

*To be completed by the training supervisor*

|  |  |
| --- | --- |
| **Surname of Student:** |  |
| **Given Name of Student:** |  |
| **Surname of the internship supervisor:** | **Date and signature of internship supervisor:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Very good** | **Good** | **Intermediate** | **Borderline** | **Poor** |
| **Technical capacity :** |  | | | | |
| Initiative in work execution |  |  |  |  |  |
| Care and attention in work |  |  |  |  |  |
| Organisation during work |  |  |  |  |  |
| Autonomy |  |  |  |  |  |
| Personality : |  | | | | |
| Integration in the lab team |  |  |  |  |  |
| Dynamism in work |  |  |  |  |  |
| Critical thinking |  |  |  |  |  |
| Punctuality and availability |  |  |  |  |  |
| Communication skills |  |  |  |  |  |

**Global appreciation:** what general score would you give? (/20)

**Comments**: