

Internship Evaluation & Reporting

Thank you for taking the time to complete this form, this evaluation will be used to assess the student's participation in the internship program.

Supervisors, using the form below please evaluate the student who interned with your organization, institution, or business. You can fill out this form electronically or you can fill it manually but eventually it must be signed and stamped from the company's side.

Please note that part I & III should be completed by the intern, part II should be completed by the direct supervisor in the company.

Part I. GENERAL INFORMATION – STUDENT'S INPUT

Student Info:

Student Name: Abdallah Khaled Abdelwahab GUC Student ID No.: 55-5418

Faculty: Engineering Major: met

Student Mobile No.: +2 0 1555552764

Internship Info:

Company Name: Global Knowledge - EGY

Core Industry/Business: IT Training & Consultancy Country: Egypt

Supervisor Name: Mahmoud Mostafa

Supervisor Job Title: ITG Team Leader

Supervisor Tel. No.: +2 222691982

Supervisor Mobile No.: +2 01141000132

Supervisor E-mail: mahmoud.mostafa@skillsoft.com

Training Department(s): ITG

Source of internships: (1) SCAD office (2) on my own (3) Referrals from GUC TA/Dr. (4) Recruitment website (5) others: (2) on my own

Work Place: (1) Organization (2) Head Office (3) Branch (4) Factory (5) Site (6) Others: (1) Organization

Part II. EVALUATION AND COMMENTS – DIRECT SUPERVISOR'S INPUT

Period of Internship (dd/mm/yyyy)

(dd/mm/yyyy)

From: 13/8/ 2023

To: 10/9/ 2023

Internship nature (Enrollment Status)

☐ Part time Please specify, no. of Days per week: _____ hours per day: _____

☐ Full time Please specify, no. of Days per week: 5 hours per day : 8

Company Stamp



For SCAD Internal use only

Serial no.	SCAD Comment	Academic Reviewer Comment	Academic Reviewer Signature
			<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected Reason of rejection: Signature:

Please evaluate student's performance by marking the appropriate box:

For each of the following aspects, please mark the box in the rating scale that most closely corresponds to your evaluation of the profile of the student during the internship period. Please also feel free to offer comments and suggestions for changes and improvements in the space provided at the end of the form.

1=Unsatisfactory 2=Below Average 3=Satisfactory 4=Above Average 5=Excellent

	1	2	3	4	5	NA
Skills & Professional Attributes						
Ability to adapt to change				X		
Analytical skills			X			
Collecting data/ research data skills				X		
Creativity			X			
Follow up skills				X		
Interpersonal skills with peers, supervisors, and clients					X	
Problem solving				X		
Punctuality				X		
Reporting skills			X			
Responsibility and accountability				X		
Stress handling						X
Taking initiatives						X
Teamwork				X		
Time management						X
Other:						X
Technical Background						
Technical Knowledge			X			
Compatibility of technical skills with the job				X		
Other:						X
Command of Languages						
Arabic					X	
English					X	
German				X		
Other:						X

1=Unsatisfactory 2=Below Average 3=Satisfactory 4=Above Average 5=Excellent

	1	2	3	4	5	NA
Computer Programs & Databases Please use space below in specifying the program/software used during the internship and evaluate student's performance accordingly						
Microsoft Windows Server				X		
Microsoft Windows 10					X	
Microsoft Windows 8					X	
Microsoft Office 2022				X		
Google , firefox, Snpv				X		

Overall Evaluation of Student's performance and profile					
Unsatisfactory	Improvement needed	Meets expectations	Exceeds expectations	Exceptional	NA
			X		

General Comments & Recommendations: (kindly mention intern potentials, areas of further development or technical constraints encountered during the internship period)

Internship is extremely valuable for Abdullah especially during this period. It is a small taste of the real world. It helped reinforce his knowledge of responsibility, focus, drive, and ambition.

Abdullah performed well during the internship. His team praised his performance, He confidently solved many technical issues during the training period. He was eager to learn, that's why we enrolled him on two technical training courses to support and speed up the understanding of the IT environment

Yes

No

Maybe

Do you think similar candidates would fit in the Organization culture and qualify for job needs?

☐

☐

☐

Student Signature:

_____ Abdallah Khaled Abdelwahab

Date:

_____14/9/2023_____

Supervisor Signature:

_____Mahmoud Mostafa

Date:

_____14/9/2023_____

Mahmoud



Part III. INTERNSHIP REPORT – STUDENT'S INPUT

- This report has to be prepared by the student, it must be prepared and written in a **computerized** format, submitting the report in hand written format will not be accepted.
- Kindly refer to the Internship Report writing Guidelines on the GUC intranet – SCAD office folder.
- This report will be reviewed and evaluated from internal faculty members.

Internship Title: GK Summer Training

Company / Organization Name: Global Knowledge

Introduction:

Generally, choosing Global Knowledge company for my internship is a task-specific exchange of service for experience between my classroom experience and a business. Within internships, classroom concepts suddenly become real tools of the trade as I interact and learn in a professional setting. Internship experiences were formal, formative, and foundational to my career.

Developing my knowledge of workplace collaboration, business etiquette, and strong communication tactics are among the vital "soft skills" that can only be learned on the job.

Needless to say, that Global Knowledge is a leading IT company.

Internship Performed Tasks:

- Provides 1st line support for end users.
- Administrates and maintains the IT hardware and software.
- Does the maintenance plans as per the agreed schedules.
- Resolves systems errors and problems as they occur, applying the appropriate fixes to these problems.
- Configure Hardware before delivery.
- Support for the hardware equipment.

Internship Evaluation: (Not less than 100 words) (This section should answer the following questions in the form of a paragraph)

What skills do you think that you have gained from the internship? Did the internship meet your expectations? If not, please explain why? How do you think the internship will influence your future career plans? How do you think the internship activities that you carried out are correlated with your studies? Which of the academic courses that you have taken in GUC were the most related to your internship?

Ability to diagnose and resolve basic technical issues.
Problem solving
Good understanding of computer systems.
Teamwork

I learned more than I ever expected. I felt in the beginning that I would really have a head start being that I am a senior and have taken all my classes already, but I realized that I don't think any amount of classes will ever prepare me for all the world has to offer

Conclusion: (Not less than 100 words) (A summary of key conclusions derived from the internship experience. general observations about the sector in which your internship company/institution operates)

I Have gain technical knowledge within the IT industry of their choice by working directly with professionals in that field.
This allows me to apply practical knowledge I have learned from while I develop important soft skills, such as time management, adaptability, problem-solving and teamwork.

This period plays a key role in shaping my career. It not only helps undergraduates and graduates gain real exposure to working environments but also helps me develop the necessary skills required to stand out in a saturated job market.

It was an amazing period to acquire experience outside the Unlversly.

Please rate your satisfaction with the internship experience.

☐ **Very satisfied** ☐ Somehow satisfied ☐ Neutral ☐ Somehow dissatisfied ☐ Very dissatisfied

Would you recommend this internship to other colleagues?

☐ **Yes** ☐ No ☐ Maybe

References: (If any external sources are used, provide references for any information quoted)

Appendices: (Upon availability, charts, pictures, etc.)

Disclosure / Confidentiality Agreement

This agreement is to acknowledge that the information provided by any company / organization during the internship is unique to this business and confidential.

Therefore, anyone reading this agreement agrees not to disclose any of the information provided during the internship without notifying & taking the employer's / supervisor's approval.