**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty/Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Mobile No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Info:**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Core Industry/Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Tel. No.: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Department(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For Company Verification**

Period of Internship **(dd/mm/yy)** **(dd/mm/yy)**

From: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

Internship nature (Enrollment Status)

* Part time Please specify, no. of Days/week:\_\_\_\_\_\_\_\_\_\_\_ hours/day :\_\_\_\_\_\_\_\_\_\_\_\_\_
* Project base Please specify, no. of Days/week:\_\_\_\_\_\_\_\_\_\_\_ hours/day :\_\_\_\_\_\_\_\_\_\_\_\_\_
* Full time Please specify, no. of Days/week:\_\_\_\_\_\_\_\_\_\_\_ hours/day :\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Stamp**

Workplace:

* Organization
* Head office
* Branch
* Factory
* Office
* Site
* Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you obtain your internship?

* On My Own
* SCAD Office e-mails
* Internship & Employment Fair
* SCAD Summer Internship Booklet
* Faculty Member “Dr. or TA referrals”
* Friends/Relatives
* Company website:
* Social Media
* Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part II. EVALUATION AND COMMENTS – DIRECT SUPERVISOR’S INPUT**

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 |  |  |  |  |  |  |
| Analytical skills |  |  |  |  |  |  |
| Collecting data/ research data skills |  |  |  |  |  |  |
| Creativity |  |  |  |  |  |  |
| Follow up skills |  |  |  |  |  |  |
| Interpersonal skills with peers, supervisors, and clients |  |  |  |  |  |  |
| Problem solving |  |  |  |  |  |  |
| Punctuality |  |  |  |  |  |  |
| Reporting skills |  |  |  |  |  |  |
| Responsibility and accountability |  |  |  |  |  |  |
| Stress handling |  |  |  |  |  |  |
| Taking initiatives |  |  |  |  |  |  |
| Teamwork |  |  |  |  |  |  |
| Time management |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |
| **Technical Background** | | | | | | |
| Technical Knowledge |  |  |  |  |  |  |
| Compatibility of technical skills with the job |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |
| **Command of Languages** |  |  |  |  |  |  |
| Arabic |  |  |  |  |  |  |
| English |  |  |  |  |  |  |
| German |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |

|  |
| --- |
| **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** | | | | | | |
|  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| **Overall Evaluation of Student’s performance and profile** | | | | | |
| Unsatisfactory | Improvement needed | Meets expectations | Exceeds expectations | Exceptional | NA |
|  |  |  |  |  |  |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Maybe** |
| Do you think similar candidates would fit in the  Organization culture and qualify for job needs? |  |  |  |

**Signature of Supervisor: Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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:** --------------------------------------------------------------------------------

**Company / Organization Name:** --------------------------------------------------------------

**Introduction:** (Not less than 100 words) (should depict the main purpose of the report, covering the objective out of performing this internship in this industry/company specifically then cover the outline for the report’s structure)

**Company / Organization Description:**(Not less than 100 words)

**Internship Performed Tasks:**(Not less than 100 words)

**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?

**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)

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.

**Student Signature: Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GUC Academic Supervisor Signature: Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_