



# COMSATS University Islamabad

Islamabad Campus

Department of Computer Science

## FACULTY SUPERVISOR INTERNSHIP EVALUATION FORM

### Student Internship Details

Student Name			
Student ID			
Internship Duration	<input type="checkbox"/> 6 weeks	<input type="checkbox"/> 8 weeks	<input type="checkbox"/> More than 8 weeks
Internship Type	<input type="checkbox"/> On-site	<input type="checkbox"/> Virtual/Remote	<input type="checkbox"/> Hybrid/Partially Remote
Organization Name			
Faculty Supervisor			
On-site Supervisor			

### Document Submission Checklist

Document Name	Submission Deadline	Submitted (✓/✗)	Submission Date
Internship Assignment & Student Agreement Form			
Internship Design Proposal			
Week 01 Activity Log/Reports			
Week 02 Activity Log/Reports			
Week 03 Activity Log/Reports			
Week 04 Activity Log/Reports			
Week 05 Activity Log/Reports			
Week 06 Activity Log/Reports			
Week 07 Activity Log/Reports			
Week 08 Activity Log/Reports			
Final Internship Report (max 3,500 words)			

## Student Progress Evaluation

### 1. Faculty Supervisor Evaluation (Total: 40 Marks Equivalent)

#### Rating Scale:

5 = Excellent | 4 = Good | 3 = Satisfactory | 2 = Needs Improvement | 1 = Poor

Criteria	Marks Allocated	Rating (1-5)	Calculated Score (Rating × Marks Allocated ÷ 5)	Comments
Timely submission of all documents	5			
Quality of Internship Design Proposal	7			
Consistency and detail in Weekly Activity Logs	8			
Reflective summary	5			
Quality and comprehensiveness of Final Internship Report	10			
Professionalism and Communication	5			
<b>Total Marks (out of 40):</b>				

#### Instructions:

- For each criterion, assign a rating from 1 to 5 based on the student's performance.
- Calculate the score for each criterion by multiplying the rating by (Marks Allocated ÷ 5).
- Sum all calculated scores to get the total marks out of 40.

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### 2. Evaluation by Organization Supervisor (Qualitative Feedback)

- Student's Work Quality:
- Overall Performance:

#### Faculty Supervisor Final Remarks:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_