

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: _____ GUC Student ID No.: _____

Faculty: _____ Major: _____

Student Mobile No.: _____

Internship Info:

Company Name: _____

Core Industry/Business: _____ Country: _____

Supervisor Name: _____ Supervisor Job Title: _____

Supervisor Tel. No.: _____ Supervisor Mobile No.: _____

Supervisor E-mail: _____ Training Department(s): _____

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

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

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

Period of Internship (dd/mm/yyyy)

(dd/mm/yyyy)

From: ____/____/____

To: ____/____/____

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: _____ hours per day : _____

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:
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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
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	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
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	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						

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 constraints encountered during the internship period)

Yes **No** **Maybe**

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

☐
☐
☐

Student Signature:

Date:

Supervisor Signature:

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.