

## 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: Seif ElDin Gamel Ahmed GUC Student ID No.: 43-10093  
Faculty: Eng Major: MET  
Student Mobile No.: 01010064079

#### Internship Info:

Company Name: Elmagmoua Design and Printing Co.  
Core Industry/Business: Printing and Design Country: Egypt  
Supervisor Name: Khaled ali Supervisor Job Title: IT director

Supervisor Tel. No.: - Supervisor Mobile No.: 01145082334  
Supervisor E-mail: - Training Department(s): El Magmoua's IT department  
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: 1/4/2021 To: 1/5/2021

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: 6 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
<b>Skills &amp; Professional Attributes</b>						
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:						
<b>Technical Background</b>						
Technical Knowledge					✓	
Compatibility of technical skills with the job					✓	
Other:						
<b>Command of Languages</b>						
Arabic					✓	
English					✓	
German						✓
Other:						



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

### Computer Programs & Databases

Please use space below in specifying the program/software used during the internship and evaluate student's performance accordingly

	1	2	3	4	5	NA
Basic Windows programs					✓	
factory databases (warehouses)				✓		
mysql				✓		
excel					✓	

### 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)

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

Yes No Maybe



Student Signature:

Serif Elwan

Date:

6/5/2021

Supervisor Signature:

[Signature]

Date:

11/5/2021

### Part III. INTERNSHIP REPORT – STUDENT’S INPUT

**Internship Title:** EL MAGMOUA CO. DESIGN & PRINTING IT Internship program

**Company / Organization Name:** EL MAGMOUA CO. DESIGN & PRINTING.

**Introduction:** This report’s aim is to clarify reasons of choosing this internship at Elmagmoua Company and the main perks and benefits of such internship. My objective of performing this internship was to learn more about my specialty and the environment at a well-respected company considered the leading company in its field where the way of dealing with employees differs than any other company. The report starts by title of the internship followed by company’s name. Then, this brief introduction followed by a brief description of the company, its aims and targets and provided services. Then, a description of the performed tasks all over the internship duration, a description of working days and clarification of used tools all over the day. Besides, a brief evaluation about the Internship with stating earned skills and information. Finally, the report ends by a conclusion summing up the whole report followed by references, appendices and disclosure agreement.

**Company / Organization Description:** El magmoua co. design & printing is a Egyptian national company with headquarters in El mokaqam , Egypt. It is considered one of the Egypt’s leading Design and Printing service providers. Elmagmoua’s mission is Connecting , empowering people & minorities accelerating the development through developing Design and Printing Centers of Excellence to create value adding jobs. The company’s vision is becoming the partner of choice delivering quality product adding services that benefit every vendor. Elmagmoua’s strategic objectives are demonstrating responsible and honest behavior, and eco-efficiency, contributing to our community development with a focus on helping employees ,be an active member in the community ,contributing to different people of the country, being available at all times to different vendors, developing sustainable products and services for differently-abled customers. Elmagmoua’s web link is: <http://elmagmoua.com/english.htm>. Elmagmoua’s owns and operates networks all over Egypt, and has partner networks in different countries.

**Internship Performed Tasks:** Assigned tasks where related to technical support in the IT department and website support and development in the company, in addition to databases related to individuals in the company, in which I was asked to change things in the company’s website through using different

web development programs like HTML and the database used by the company. The normal working days started at 8 A.M. and ended at 4 P.M. The working day starts by reviewing Employees accounts through the day in addition to multiple hardware installs for the company's computers, software programs install, checking employees support requests and catering to it also operating the printer's operating systems and fixing any software bug. And at last work on the website to improve it. Used hardware was a laptop given by Elmagmoua company at the beginning of the internship. The work conducted couldn't be included in this report as it is considered private information for EL MAGMOUA CO. DESIGN & PRINTING.

**Internship Evaluation:** I think I earned some social skills dealing with employees and managers in a homeland national company. Also, I gained some information about Design and Printing companies' way of work and way of managing their orders, vendors and their employees regularly. Yes, the internship met and exceeded my expectations. I think this internship could influence my future career plans by thinking about more paths related to work in a less stress and friendly environment and being able to work in more than one career path related to my major. The most related course to the internship was Databases as it was referred to using databases of the individuals in the company. Yes, I would highly recommend this company's internship to GUC students.

**Conclusion:** Finally, I can sum up my experience in internship by stating that working in a leading national company in the country requires special abilities and exerting much effort along personal intelligence and high social skills. Also, I found out that working in a company does not mainly depend on academic courses but requires some experiences and talents that could not be related to the educational field. Besides, working in a company needs punctuality and being responsible for your actions and words. On the other hand, it is stressful to work in leading companies as you cannot perform any tasks unless you perform these tasks in the ideal way.

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:

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**Appendices:**

**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:**

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**Date:**

\_\_\_\_\_

**GUC Academic Supervisor Signature:**

\_\_\_\_\_

**Date:**

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