

## 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: Omar Ashraf Ahmed GUC Student ID No.: 43-3387  
Faculty: Engineering Major: MET  
Student Mobile No.: 01205796972

#### Internship Info:

Company Name: Apex Media Services  
Core Industry/Business: Media Industry Country: Egypt  
Supervisor Name: Shehab Omar Supervisor Job Title: IT Manager  
Supervisor Tel. No.: - Supervisor Mobile No.: 01286298226  
Supervisor E-mail: Shehab.alex@gmail.com Training Department(s): IT  
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)  
From: 15/02/2021 To: 15/08/2021  
Internship nature (Enrollment Status)  
☒ Part time Please specify, no. of Days per week: 3 hours per day: 8  
☐ 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<br>Reason of rejection:<br><br>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

|   | 1 | 2 | 3 | 4 | 5 | NA |
|---|---|---|---|---|---|----|
| <b>Computer Programs &amp; Databases</b><br>Please use space below in specifying the program/software used during the Internship and evaluate student's performance accordingly |   |   |   |   |   |    |
| Zabbix  |   |   |   | ✓ |   |    |
| CSF / LFD Firewall management System  |   |   |   | ✓ |   |    |
| Maldet  |   |   |   |   | ✓ |    |
| Ansible   |   |   |   |   | ✓ |    |
| R Sync Protocol   |   |   |   | ✓ |   |    |

| <b>Overall Evaluation of Student's performance and profile</b> |                    |                    |                      |             |    |
|--|--------------------|--------------------|----------------------|-------------|----|
| 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)

Omar is a very smart person. The most thing that I adore about him is that he always read & search everywhere in order to get better & better. I really loved being his supervisor

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

Yes ☒ No ☐ Maybe ☐

**Student Signature:**

Omar Ashraf

**Date:**

15/8/2021

**Supervisor Signature:**

شاهين

**Date:**

15/8/2021



### 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, submitted 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:

IT Server Engineer

Company / Organization Name:

Apex Media Services

**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.

## **Introduction: -**

One of the fundamental stages in the life of any aspiring university student is the internship program. It offers the student a chance to utilize the concepts learned in the university as well as giving the student a preview of challenges faced in the work environment. This program paves the way for the student to decide what is best for any future endeavors.

I got the opportunity in my internship program at Apex Media Services to experience the IT and server engineering industry by experimenting with configuration systems, fixing any bugs occurred, as well as testing servers and using multiple technologies to deploy them. With the experienced I gained about the IT and server security industry, I was able to properly identify my points of strengths and weaknesses by being able to know which soft skills I already have and which soft skills I needed to gain to use them in the work environment. Moreover, I got the opportunity to gather any information needed to work with programs in the industry that I did not previously know. The main goal of the internship in my opinion was to help me have a clearer understanding of which tools, fields of work, and skills I needed to experience and acquire. The Apex Media Services Company is an Egyptian Start-up which was found in June, 2020. It is a branch of the famous Kingtut for Media Production (<https://kingtutprod.com>). It is mainly specialized in movies and series production. It is located in Emarat EL Obour in Cairo.

## **Internship Performed Tasks: -**

The tasks I were assigned to do during my internship at Apex Media Services included collecting, analyzing, and storing data to use in reports that recommend improvement to existing systems or processes. I also helped with setting up new computers, develop and preserve local networks and software for employees to optimize overall system performance. I provided some support to the IT staff by processing paperwork, answering phone calls, and responding to user requests. Moreover, I installed and maintained different types of operating systems on the new computers. My tasks also included coordinating with other departments through online meetings to suggest solutions for handling any discovered bugs in the system and ensure that any problems that may occur in the infrastructure are avoided. A core part of my job was to maintain server stability and optimizing them to maintain the

ease of application access. Furthermore, I assisted with the server security by monitoring them, scanning for vulnerabilities and viruses, removing any infected servers, and replacing them with new functioning ones. I needed to be well informed of system failures in order to provide the appropriate technical support for any hardware and software issues.

### **Tools Used: -**

During my time at Apex Media Services, I got the opportunity to discover and learn multiple new tools that provide the core for the IT industry. For example, I used Zabbix for monitoring the servers since it always shows the server status and sends an email alert if any error occurred. ConfigServer Security & Firewall (CSF) / Login Failure Daemon (LFD) were also used for firewall management and blocking any unauthorized or suspicious IP addresses as well Maldet which was used to detect any suspicious files and move them to a specific junk folder. Moreover, I used Rsync protocol for backing up the data and Ansible for configuring and deploying the servers.

### **Internship Evaluation: -**

The internship program enabled me to nourish and gain multiple skills. First of all, I became a much better communicator, and I was able to learn how to convey information clearly and answer questions regardless of the situation or the team I worked with. I was able to properly identify issues, develop solutions and evaluate the success of these solutions which helped me become a much better problem solver. Moreover, I learned how to conduct research efficiently to find any necessary information for my designated tasks. Furthermore, my time management and organization skills have vastly improved since I was responsible for multiple tasks at once. I learned to manage my time and responsibilities properly and keep track of any updates to the servers.

I had a lot of expectations going into this internship, and I can proudly say that it met all of them and even exceeded some. I was well aware of the multiple challenges faced in the work environment in terms of dealing with multiple problems to solve and being flexible while solving them. However, I did not get the chance to experience these challenges by myself before coming to Apex Media Services. This internship showed me how to handle the multiple daily tasks and how to go through

the professional life with ease which I did not think that I would be able to achieve quickly. I also benefited from gaining multiple information about new tools and how to use them efficiently which will be useful for any future endeavors since the knowledge that I gained and put into my CV is requested by the market place.

During my studies in the university, I was always required to focus on problem solving using multiple programs and programming languages which proved to correlate with my internship activities since I used some of the problem solving techniques and programs I learned in the university during my time there. Computer Architecture, Operating Systems, Computer Organization, Networks, and Networks Lab were some of the courses I took in the fifth and sixth semesters that related with my internship activities and proved to be really helpful.

### **Conclusion: -**

To sum up, I really benefited in a plethora of ways from my time spent at the internship program. First by gaining necessary knowledge about the field of IT and server security and getting experience in dealing with the tools needed in this field such as Zabbix and Rsync. I also gained a lot of soft skills from dealing with multiple great personalities who showed me how to be a better communicator, organizer, researcher and a better person overall which I really needed to become before tackling the hardships of life after graduation and all what is there to experience. Personally, I would recommend Apex Media Services for any GUC student because the IT department there is wonderful and full of helping people who love to lift others up with them while working on a promising and really interesting field which will prove to be one of the most meaningful experiences in the life of any aspiring student.