

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: Kareem Ahmed Ramzi GUC Student ID No.: 43-8371
Faculty: Engineering Major: MET
Student Mobile No.: 01111814524

Internship Info:

Company Name: MHI Trading & contracting group
Core Industry/Business: Alarm/security Country: Egypt
Supervisor Name: Mostafa Magdy Supervisor Job Title: _____
Supervisor Tel. No.: 0224093040 Supervisor Mobile No.: 01146099558
Supervisor E-mail: Mostafa@mhisystem.com Training Department(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) From: 01/07/2021 To: 01/10/2021
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: 5 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
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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

Computer Programs & Databases	1	2	3	4	5	NA
Please use space below in specifying the program/software used during the internship and evaluate student's performance accordingly						
HTML					✓	
JavaScript				✓		
CSS				✓		

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)

Kareem is a motivated and conscientious employee who takes pride in his work.

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

Yes ☒ No ☐ Maybe ☐

Student Signature:

Kareem Ramzi

Date:

01/10/2021

Supervisor Signature:

Mostafa

Date:

01/10/2021

GUC internship student report

By Kareem Ramzi

43-8371

MHI TRADING & CONTRACTING GROUP, Web Development Intern, IT Technical Department

- **Very satisfied about this internship**
- **Yes, I do recommend this internship to my colleagues**

The main purpose of this report is to discuss the 3-months internship I had in MHI Company where I applied to learn more about my major's working industry field (Media Engineering Technology). I needed to get more experience in my working field and to improve my technical and problem-solving skills. I wanted to meet new mindsets and to know how big companies will react to the corona virus. The first section of this report will cover the company's vision and background. The second section will cover internship performed tasks in details. The third section will cover internship evaluation. Last section will be the summary of key conclusions derived from the internship experience and more observations.

MHI Trading & Contracting group's management started a company with more than 30 years of experience in the field of fire, safety & security systems. They invest a great deal of time and effort in providing comprehensive solutions to optimize low-current systems to be able to meet customers' needs and expectations.

My internship was divided into 6 parts. During the first week, I was getting introduced to the team I will be working alongside with and getting a tour around the factory's facilities while taking our safety precautions due to the corona virus. We have also gathered around into a group session where the company gave us a brief introduction about the company, how they deal with their customers and who are they. During the period of the second week, I was introduced to the IT main team. They showed me how they dealt with their customers online and how they deal with some problems that they occasionally encounter using HTML to help solve them. I was also asked to help improve the company's website by adding in new ideas using HTML and CSS. During this period, the main goal was to learn more about HTML and CSS in order to become more familiar working with them later on. During the third week, we created a simple separate website with basic functionalities and tasks: Home Page, About Us, Contact Us. During the fourth and fifth week, we were asked to come up with new functionalities and adjustments on the main website where it would fasten the process of online purchases and get reviews from customers about the products. We would later on demonstrate them to the rest of the team by how they would help customers find what they're looking for faster. During the sixth and seventh week, we gathered for a final meeting where they showed us how to write our own CVs, formal mails, properly present and other technicalities. During the

eighth week, we were asked to present what we have learned during the internship and history of the company where they would comment and give feedback on our presentation skills and how to improve them.

It was the first time for me to be inside a company so I gained a lot of experience of how the IT department is connected to this factory how they work together to gain the best result. I also was able to communicate to new leaders with different mindsets where they gave me advices on how to improve as a computer engineer. I improved my programming skills by making new websites, also my problem-solving skill by making me know how to solve problems and how to improve websites. I also gained the experience working with a team in order to build or improve website. I was taught how to make a good cv that represent my work in a professional way. I learned more about the market and how to deal with customers. This internship will help me in my future career and I do recommend it to my colleagues to apply for. The courses that are related to this internship are (CSEN 701 ADVANCED COMPUTER LAB) and (DMET 602 MEDIA AND NETWORK LAB).

In a nutshell, this internship helped me to find more about my strengths and weaknesses and to improve my weaknesses. I had the chance to meet and talk to people from different fields and get experience from people in my field. I do recommend this internship to my colleagues in MET to apply to this internship because it will give them new experience and will help them in their future career. This internship increased my desire to learn more and improve myself more so I can get a job in such a desirable place. It was good experience to work with professional group on a task to get experience to know to how to deal with group projects.