

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 Mohamed Gamal GUC Student ID No.: 43-3960
Faculty: Engineering Major: MET
Student Mobile No.: 01126361575

Internship Info:

Company Name: Apex Media Services
Core Industry/Business: Media Country: Egypt
Supervisor Name: Shehab Omar Supervisor Job Title: IT manager
Supervisor Tel. No.: _____ Supervisor Mobile No.: 01286298226
Supervisor E-mail: Shehab.apex@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) (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 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
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						
Ansible					✓	
Maldet					✓	
Zabbix					✓	
RSync protocol					✓	
CSF/LFD fire wall management					✓	

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)

amr is a talented individual. He is smart, hardworker and besides of that is a team player. It was my pleasure to have him in my team.

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

Yes ☒ No ☐ Maybe ☐

Student Signature:

Amr Mohamed

Date:

15/8/2021

Supervisor Signature:



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, 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: *IT 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:

There were many objectives for performing this internship. One of those objectives for me was that it was a real life application for what I have been studying at college for the past 4 years. It also helped me to get to know the work environment ,and how things go day to day in the office. I interned as an IT and server engineer ,so my responsibilities were to fix bugs, maintain and test servers and configure operating systems. My internship was very beneficial for me as I learned a lot in the IT department and servers security, also it showed me that I needed to improve in some areas to be able to fit in a healthy work environment. One of the goals of the internship was also to help me decide what field I want to work in when I graduate as I got to know the IT field now I can consider it as an option after graduating. All in all, I believe this internship was very important to me.

Company description:

The Apex Media Services Company is an Egyptian Startup which was founded in June, 2020. It is a branch of the famous Kingtut for Media Production (<https://kingtutprod.com>). It is mainly specialised in movies and series production. It is located in Omarat EL Obour in Cairo. The company's staff were all friendly ,helpful and welcoming. I spent the first week shadowing until I understood the day to day operations and what is expected from me as an intern. This also helped me to understand the technologies used in the day to day operations and helped to get acquainted there faster.

Internship tasks:

My day at work started at 9 am. From 9 to 10 I set myself up for the day and check for mails or any complaints about malfunctions in any server. At 10 am a meeting is held with the supervisors to discuss what was achieved in the previous day and the tasks to be done today. The meeting ends at 11 am and work continues until 2 pm for the lunch break. The lunch break finishes at 3 pm then I attend some sessions that help me gain more skills to be able to do my job better. The session ends at 4 pm and I work till 5 pm. I was assigned to multiple tasks during my internship which were setting and keeping up various operating systems, supplying business infrastructure, which is a company division that provides a foundation for running a business, creating and maintaining local networks in ways that enhance overall performance, maintain server and desktop infrastructure throughout the company's many locations and to make it easier for mission-critical applications to access, servers must be kept stable and optimised to the greatest extent possible to name a few. Other tasks also included, working with other engineers to talk about the system problems that have been found or possible servers that could cause infrastructure issues, giving a performance report on the servers and being knowledgeable about system faults and offering ideas to fix them. I used a lot of new tools and technologies in my work such as: zabbix which is an open source software tool to monitor IT infrastructure such as networks, servers, virtual machines and cloud services, It displays the server status so that we can determine whether there are memory issues on the server and sends us real-time email alerts if something is wrong. To ensure a high level of security CSF/LFD was used (configServer security and firewall (CSF), login failure daemon (LFD)). It is a firewall that blocks suspicious IP addresses on the server. Moreover, Our data was backed up and

synchronised using the Rsync protocol. Additionally, we used Ansible, a server setup and deployment tool.

Internship evaluation:

I learned a lot from this internship and gained a lot of skills. First, I was introduced to the work environment so now I am familiar with it, and I can get used to it faster when I start a full time job. Moreover, this internship helped to be more disciplined and punctual as I arrived at 9 am and when I was assigned a task I had to finish it. Additionally, this internship helped me to improve my problem solving skills, something that I am sure will be beneficial for me in a lot of real life situations. It also improved my communication skills as I communicated and interacted with a lot of people daily, and I learned how to act properly if there is a miscommunication or a misunderstanding in general and to be more flexible in dealing with work problems. The internship also made me familiar with the tools and technologies I used. The internship met my expectations as I gained the skills I mentioned which was something I was looking forward to going into this internship. This internship will influence my career plans as it opened up a new field for me that I was not very familiar with. The internship was related to my studies as it relied strongly on problem solving skills which is something that is very important for engineering students. Also it was a nice real life application for the security course I studied. The GUC courses that are most related to this internship are operating systems, computer organisation, computer networks and security and the networks lab. I would highly recommend Apex Media Services for GUC students as it is a very beneficial internship.

Conclusion:

To conclude, it has been an amazing internship as it gave me the opportunity to use new tools and technologies, learn a lot of social skills that are necessary in any work environment, improve on my problem solving skills and discipline and see a new field that I was not fully aware with its extent and how important it is. I would highly rate my experience there. The people I worked with were all very helpful, friendly and hospitable which was very nice and encouraging. They were also willing to teach you anything you need to be able to do your job neatly and efficiently.