

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 Tarek Saeed GUC Student ID No.: 43-7913
 Faculty: MET Major: DMET
 Student Mobile No.: 01024870465

Internship Info:

Company Name: GEM Import and Export
 Core Industry/Business: Personal Care Products Country: Egypt
 Supervisor Name: Mario Waheed Supervisor Job Title: Manager
 Supervisor Tel. No.: _____ Supervisor Mobile No.: 01015355576
 Supervisor E-mail: info@gemegypt.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: (X) 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: 2/6/2019 To: 25/7/2019

Internship nature (Enrollment Status)

- ☒ Part time Please specify, no. of Days per week: 5 hours per day : 3
☐ 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

	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)

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

Yes No Maybe



Student Signature:

Omar Tarek

Date:

Supervisor Signature:

Mario W.

Date:

25/7/2019

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: ---Information Technology-----

Company / Organization Name: ---GEM Trade and Distribution-----

Introduction:

GEM Import and Export is an Egyptian organization that is focused on importing and distributing personal care retailing. The company was established in 1992 and strives to develop strategic alliances with well-known and reputable international companies within the sphere of its business interests. As such, they put customer satisfaction as their main objective. The company is still developing and in the process of launching their own chain of retail brand products to be marketed in many select locations all around the country. The company also considers their staff as their greatest asset and a crucial cornerstone to the company’s success.

Company / Organization Description:

The company operates in many different retail and professional care products that mainly target the needs of their female clients. As such, creating strong partnerships with major brands is an important objective for the company to increase the diversity of product they are able to offer to their clients. The company is currently working with more than 60 different brands from all over the globe and distributes products to more than 3000 pharmacies all around the country. The company has more than 30 suppliers and 100 distributors that are crucial to service more than 5000 clients and 500 professional clients.

Internship Performed Tasks:

We were assigned a plethora of tasks that relate to the field of information technology over the course of the internship; tasks that relate to the servicing of the company’s computer network such as minor maintenance and checkups. As such, we were coached on the proper procedures of handling troubleshoots and other technical issues that may occur during the extent of the internship. We were also tasked with helping other staff members with many minor issues they might face during their work day. We were also given a brief course related to the challenges faced by entrepreneurs when creating a new company.

Internship Evaluation:

I’m grateful to have gained the many skills I did throughout the course of my internship that can be applied later on in my professional life; skills that would be a great asset when it comes to my future employment and will give me the ability to tackle many technical issues that may arise in the future. As such, I expect these skill would make me an invaluable part of any team I may be assigned to in the future and would give me the ability to provide my future employer with the professionalism that would be expected of me.

Conclusion:

I’m thankful that I had the opportunity to do this internship since it has helped me develop many practical skills and broadened my understanding of both the Import/Export industry and the information technology industry as a whole. I’m also appreciative of the job skills I was able to learn as a result of the several team-

building activities we engaged in. I'm thrilled to have picked this organization for my summer internship and am excited about the possibility of applying to other companies in the future so I may further learn about the many different professions available in the MET field.

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.

Human resource department
To Whom It May Concern

Training Certificate

This is to certify that

Omar Tarek Saeed Al Marsafawy

Student in the German University in Cairo, has completed his
summer training which took place from June 2nd, 2019 till
July 25th, 2019 In Information Technology.

Human Resource Manager

Mario Wadeed

