

## 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: Abdel-Haliem Ahmed Shokeir GUC Student ID No.: 31-5774

Faculty: Engineering Major: MET

Student Mobile No.: 01001070288

#### Internship Info:

Company Name: Pro Engineers Ahmed Raafat Ahmed Ghanem

Core Industry/Business: Conveyor belts and industrial parts manufacturing

Country: Egypt

Supervisor Name: Ahmed Ghanem Supervisor Job Title: General Manager

Supervisor Tel. No.: 0237881306 Supervisor Mobile No.: 01060090431

Supervisor E-mail: gmt@tedata.net.eg Training Department(s): Database

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:

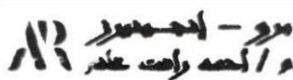
### Part II. EVALUATION AND COMMENTS – DIRECT SUPERVISOR'S INPUT

Period of Internship (dd/mm/yyyy) (dd/mm/yyyy)  
From: 06/03/2022 To: 30/05/2022

Internship nature (Enrollment Status)

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

#### Company Stamp

  
م.د. أحمد رفعت غانم  
01060090431 - 0237881306  
م.د. أحمد رفعت غانم

**For SCAD internal use only**

<b>Serial no.</b>	<b>SCAD Comment</b>	<b>Academic Reviewer Comment</b>	<b>Academic Reviewer Signature</b> <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected Reason of rejection:  Signature:
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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.

<b>1=Unsatisfactory</b>	<b>2=Below Average</b>	<b>3=Satisfactory</b>	<b>4=Above Average</b>	<b>5=Excellent</b>
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	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:						

<b>1=Unsatisfactory</b>	<b>2=Below Average</b>	<b>3=Satisfactory</b>	<b>4=Above Average</b>	<b>5=Excellent</b>
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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
Microsoft 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)

Abdel-Haliem was able to finalize tasking designs in a timely manner in the end. It seems that he is always keen on learning new skills and has a will to prove himself. Abdel-Haliem expressed that he was satisfied with the work conditions and environment; as he was able to adapt to the working environment rather slowly at first. There were some problems with meeting deadlines and adapting to the work load in the beginning, but they were never repeated.

**Yes**                  **No**                  **Maybe**

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

1

1

✓

**Student Signature:**

Date:

Abdel-Haliem

02/06/2022

**Supervisor Signature:**

Date:

02/06/2022

مؤید - احمد رضا  
ع / احمد رضا علی  
مس. ت. ۱۹۸۵ - ۱۲۳ - ۸۲۳  
مؤید - ۱۹۸۸ - ۲۷ - ۱۹۸۸

### 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:** -----Database Programmer-----

**Company / Organization Name:** -- Conveyor belts and industrial parts manufacturing -----

**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.

## Internship Student Report

I was offered the internship opportunity at 'Pro Engineers' in an effort to improve my database management skills as it is one of the fields of being a computer scientist provided in the university's MET department. What this experience accomplished is that it helped me become more adjusted and more familiar with what it's like to have a daily job as a programmer, experience that I will need to further explore when I finish my studies and graduate. In this report I will be going over: What the company mainly provides, the role I served in this internship, what I have learned during my time there.

Pro Engineers - Ahmed Raafat Ahmed Ghanem & co. is a factory that manufactures conveyor belts and customized industrial parts. They would import goods from various other regions around the globe and sell them locally to other companies. At the time the company's transactions were recorded by pen and paper, and they wanted to move them over to a database software, Mr. Ahmed Raafat being my uncle thought I can help in the matter given my field of studies, so this looked like a good opportunity for my internship program and a chance to test the skills I have acquired from my studies.

The transactions were already recorded, my role is to transition them to a software, so I thought of Windows Excel to be that software, because I felt the operations provided by Excel were good enough for the requirements of the database. And for the most part it was indeed, also along with some of what I've learned from the Database I and Database II courses. Progress was slow at first as I needed time to familiarize myself with the software as well as keeping up with my studies, so a little after the first month I was able to show Mr. Ahmed Raafat a prototype and he was impressed.

In conclusion at first I had trouble adapting to life there, given it my first actual job, but beyond that I am satisfied with my internship opportunity, and I feel that my skills have improved from my time there, of course as well as having a better understanding of how to use Microsoft Excel. Mr. Ahmed Raafat made sure I had a good working environment and was understanding of my studies colliding with my internship work, and gave me as much time as I needed to finish my tasks. So in the end I feel my time there was a success and that for my next challenge in the future I feel I can finish my tasks more efficiently.

**Appendices:** This is a sample of a database I worked on.

	B	C	D	E	F	G	H	I	J	K
	Item #	Date	Client	Item	Quantity	Unit Price	Total Price	V.A.T	Invoice Price	Paid/Not Paid
8	1	2/5/2021	Monginis	Green 10x15 PVC Conveyor belt	5	\$ 2,050.00	\$ 10,250.00	\$ 1,435.00	\$ 11,685.00	Paid
9	2	3/5/2021	Rich Bake	Black 12.75x22.5 PVC Conveyor belt	4	\$ 2,917.50	\$ 11,670.00	\$ 1,633.80	\$ 13,303.80	Paid
10	3	4/5/2021	Chipsy	White 10x23.25 Cotton Conveyor belt	3	\$ 2,792.50	\$ 8,377.50	\$ 1,172.85	\$ 9,550.35	Paid
11	4	5/5/2021	Proctor & Gamble	Blue 14x25 PU Conveyor belt	6	\$ 3,230.00	\$ 19,380.00	\$ 2,713.20	\$ 22,093.20	Paid
12	5	1/6/2021	Chipsy	White 10x23.25 Cotton Conveyor belt	3	\$ 2,792.50	\$ 8,377.50	\$ 1,172.85	\$ 9,550.35	Paid
13	6	2/6/2021	Proctor & Gamble	Blue 14x25 PU Conveyor belt	6	\$ 3,230.00	\$ 19,380.00	\$ 2,713.20	\$ 22,093.20	Paid
14	7	6/6/2021	Monginis	Green 10x15 PVC Conveyor belt	5	\$ 2,050.00	\$ 10,250.00	\$ 1,435.00	\$ 11,685.00	Paid
15	8	7/6/2021	Rich Bake	Black 12.75x22.5 PVC Conveyor belt	4	\$ 2,912.50	\$ 11,650.00	\$ 1,631.00	\$ 13,281.00	Paid
16	9	4/7/2021	Monginis	Green 10x15 PVC Conveyor belt	5	\$ 2,050.00	\$ 10,250.00	\$ 1,435.00	\$ 11,685.00	Paid
17	10	5/7/2021	Proctor & Gamble	Blue 14x25 PU Conveyor belt	6	\$ 3,230.00	\$ 19,380.00	\$ 2,713.20	\$ 22,093.20	Paid



شهادة أداء تدريب Inbox x

gmt <gmt@tedata.net.eg>  
to AbdelHaliem

Jun 25, 2022, 10:47 AM (14 hours ago) ☆ ↶ ⋮

الى من يهمه الامر  
Pro Engineers Ahmed Raafat نحيط سيادتكم علماً بأن السيد عبدالحليم احمد شكير قد قام بالعمل في شركة  
Databases في وظيفة

من 06/03/2022 الى 30/05/2022 حيث تميز خلالها بالكفاءة و الالتزام و حسن السير و السلوك

To whomever this may concern,  
This is to inform you that Abdel-Haliem Ahmed Shokeir has worked in Pro Engineers Ahmed Raafat as a Databases Expert from 06/03/2022 to 30/05/2022 as he excelled in this position and showed punctuality and good behavior.

ولكم وافر الاحترام والتقدير

شركة برو إنجنيرز

المدير العام

م / أحمد رأفت غانم