

## **a.7 Company supervisor evaluation and monitoring form**

### **STUDENT'S INTERNSHIP PROGRAM: EVALUATION FORM**

#### **Annex-1: About the internship program**

##### **Executive Summary**

Internship is one of the curricula activities that students obtain experiential learning which integrates knowledge and theory learned in campus with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in industries they are considering for career paths; and give companies the opportunity to guide and evaluate talent. Being grateful for internship positions provided to our students, kindly request your esteemed organization to use this form for evaluation purpose.

##### **Obligation of the Student**

The student is obligated to:

1. Continuously work on the project given by his/her Supervisor and university mentor.
2. Write weekly and monthly report which has to be signed by his/her Supervisor and university mentor.
3. Write one final report (project) which has to be signed by his/her Supervisor and university mentor.
4. Inform the company immediately about every working day on which he/she cannot be present.
5. Working Days of internship period lost due to sickness are to be verified by a doctor's certificate. **Note:**More than 10 days of absence during the whole internship period will lead to exclusion from the internship program.

##### **Role of Hosting Company**

The employer declares itself to offer paid/unpaid (depending on the agreement) internship position to the student so as to impart practical experience and know-how.

Thus the internship offering company will:

1. Offer practical work experience to the student and offer him/her to the specific project work.
2. Assign a supervisor within the company who will
  - Familiarize the Intern
  - Accompany the student during his/her internship
  - Check his/her performance and attendance
  - Regularly communicate with the responsible mentor assigned by his university.

## Appendix I: Internship Attendance Sheet

Intern full name: \_\_\_\_\_ Company name: \_\_\_\_\_

\_\_\_\_\_

Month-1

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					

Total absent day(s) in the month: \_\_\_\_\_

Supervisor name & signature: \_\_\_\_\_

Month-2

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					

Total absent day(s) in the month: \_\_\_\_\_

Supervisor name & signature: \_\_\_\_\_

Month-3

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					

Total absent day(s) in the month: \_\_\_\_\_

Supervisor name & signature: \_\_\_\_\_

Month-4

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					

Total absent day(s) in the month: \_\_\_\_\_

Supervisor name & signature Company stamp

## Appendix II: Monthly Company Supervisor Evaluation

<b>Monthly Performance Evaluation</b>	Month: <b>First</b>
Company Name :	
Company Supervisor Name :	
Intern Name :	
Intern's Department (in the collage):	

Please give appropriate percentage value in the box provided out of the total value given for each evaluation criteria.

<b>General performance (25%)</b>	
Punctuality ;discipline [5%]	
Reliability (Effective in performing tasks) [5%]	
Independent in work [5%]	
Communication skill [5%]	
Adaption to Working Environment [5%]	

<b>Personal skill (35%)</b>	
Speed of work [5%]	
Accuracy [5%]	
Engagement (Interest of student in works carried out by the company and Acceptance of Working Environment) [5%]	
Do you want need him/her for work (Readiness to accept any given tasks and effective accomplishment) [5%]	
Professionalism (Ability to recognize Engineering skills and Scientific Knowledge's) [15%]	
<b>Personal skill (40%)</b>	
<b>N:B The Interns Are Just 3<sup>rd</sup> Year Students and are not graduates</b>	
Technical skill [5%]	
Organizational skill [5%]	
Support of the project tasks [5%]	
Responsibility in task fulfillment [15%]	
Quality as a team, member [10%]	

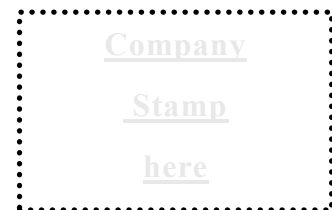
<b>Result:</b>	<b>Total Percentage(100%)</b>	
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Name: *Company's Supervisor*

*Signature*

\_\_\_\_\_

\_\_\_\_\_



**Appendix III:Over all Internship Evaluation Report**

Intern's Name \_\_\_\_\_ Date \_\_\_\_\_

Intern's Supervisor \_\_\_\_\_

Department/Division \_\_\_\_\_ / \_\_\_\_\_

This internship started on (date) \_\_\_\_\_ and was completed on  
(date) \_\_\_\_\_

- ✓ Briefly describe the student’s duties and responsibilities (Projects and Tasks Given).

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- ✓ What specific technical skills did the student learn and used during all his work assignment?

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- ✓ Suggestions for improvements in either technical or personal characteristics, which may impact the Student’s future performance in the work place.

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Name: *Company’s Supervisor*

\_\_\_\_\_

Signature of  
Company’s  
supervisor

\_\_\_\_\_

