**T.R.**

**Photo**

**ANADOLU UNIVERSITY**

**FACULTY OF ENGINEERING**

**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**

**INSTITUTION/ORGANIZATION STUDENT INTERNSHIP EVALUATION FORM**

**STUDENT INFORMATION**

**Name‒Surname : ................................................................ Phone Number : ...................................**

**ID Number :.................................................................**

**Internship Start Date : ........../.........../.......... Internship End Date : ........../.........../..........**

**Permanent Address of the Student: ...............................................................................................................................................**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **INTERN EVALUATION FORM** | | | | | | |
| **No** | **Evaluation Criteria** | **Explanation of Criteria** | **Very good (5)** | **Good (4)** | **Average (3)** | **Poor (2)** | **Very Poor (1)** |
| 1 | **Field Knowledge** | Displaying a strong sense of the mission and responsibility of the related to engineering area, with the full command of the theoretical and practical knowledge it requires |  |  |  |  |  |
| 2 | **Professional skill** | Ability of applying knowledge related to Engineering profession |  |  |  |  |  |
| 3 | **Communication Skills** | Accurate comprehension of the written and/or oral instructions, accurate verbal and/or written expression of ideas, accurate and punctual delivery of information |  |  |  |  |  |
| 4 | **Inclined to team work** | Providing assistance to co-workers, adapting to team's speed, contributing to teamwork |  |  |  |  |  |
| 5 | **Self-Development** | Having an open mind, ability to see the shortcomings and eliminate them, being prepared for further steps, making effort to increase knowledge and skill |  |  |  |  |  |
| 6 | **Representational Skills** | Appearing professional and being polite, earning the trust of others, performing exemplary workplace actions |  |  |  |  |  |
| 7 | **Devotion to Work** | Being aware of the duties and responsibilities, ability to conclude assigned tasks |  |  |  |  |  |
| 8 | **Time Management** | Determining priorities, fulfilling the determined work plan by taking the time factor into account |  |  |  |  |  |
| 9 | **Discipline** | Ability to adapt to working hours, making effort to finish the given task before deadlines |  |  |  |  |  |
| 10 | **Attendance at work** | Maintaining workplace attendance except extraordinary circumstances |  |  |  |  |  |
| **Overall Evaluation Score (AVERAGE)\*** | | |  | | | | |

\*If Overall Evaluation Score is above or equal to 3, the intern is accepted as successful.

|  |  |  |
| --- | --- | --- |
| **PLEASE FILL IN THE FOLLOWING FIELDS IN DETAIL** | | |
| 1 | Intern’s strengths |  |
| 2 | Intern’s weaknesses |  |
| 3 | General opinions about the quality of intern’s education provided by vocational school? |  |
| 4 | Would you consider employing this intern after his/her graduation? |  |
| 5 | Please specify if you have additional suggestions for better education.  ......................................................................................................................................................................................................................................  ...................................................................................................................................................................................................................................... | |
| **Thank you for your time and effort.** | | |

**This part must be filled by authorized staff of the establishment.**

**INSTITUTIONAL/ORGANIZATIONAL INFORMATION INSTITUTIONAL/ORGANIZATIONAL AUTHORITY**

**Name : ................................................................... Name‒Surname : ...........................................................**

**Address : ................................................................... Title : ...........................................................**

**Telephone/Fax : ................................ / ...............................**

**Web Address : ................................................................... Signature/Stamp : ...........................................................**