

STUDENT INTERNSHIP EVALUATION FORM

Date: _____

Internee information

Student Name: _____

Registration #: _____ Program: _____ Semester: _____ Section: _____

Telephone #: _____ Cell: _____

Email: _____

Organizational Information

Name of Organization: _____

Name of Supervisor (Designation): _____

HR Manager (Interviewer): _____

Office Address: _____

Office Tel: _____ Fax: _____

Email (optional): _____

Feedback

(Note: Encircle you choice of answer)

1. I interned at the stated organization for a period of
(a) 4 weeks (b) 6 weeks (c) 8 weeks (d) Other: _____

2. I found the organization's work environment
(a) Highly supportive towards my personal growth and learning
(b) Less supportive towards my growth and learning
(c) Moderate (d) Other: _____

3. Grade your internship experience on a scale of 1 to 10, where 1 is the lowest and 10 being the highest score. Circle your choice given below:
1 2 3 4 5 6 7 8 9 10

4. Were you assigned any independent projects to work on? (a) Y (b) N

4. Any other comments:

The information provided by the respondent shall be treated as confidential and will not be communicated to any other relevant party without the prior consent of the respondent



SZABIST University INTERNEE EVALUATION FORM

The organization's representative is required to fill out the following information & attached visiting card or company stamp on the form & return back to the Institute.

Internee Name: _____

Internship Initiated at: _____ **Internship End Date:** _____

Internship Duration: _____

Department(s) Interned at: _____

Please grade the following on a scale of 1-10 (10 being the highest and 1 being the lowest):

Evaluation Criteria	Score
1. Punctuality	
2. Attitude towards work	
3. Sense of Responsibility	
4. Communication Skills	
5. Analytical Skills	
6. Confidence	
7. Knowledge/Information relevant to the field of work	

Other Comments, if any:

Evaluated by: _____

Designation: _____

Email: _____

Office Phone: _____

The information provided shall be treated as highly confidential and would be placed in the student record maintained by the administration department at SZABIST.