

FACULTY OF FINE ARTS, DESIGN AND ARCHITECTURE
DEPARTMENT OF ARCHITECTURE

Intern Evaluation Report

***We kindly request that this form be completed by the staff member who supervised the student during their internship, and handed to the student in a sealed envelope with the flap initialed.**

Dear Sir/Madam,
This evaluation form has been designed for you to assess the performance of our student. Your sincere responses are important for our university, as they will allow us to identify the shortcomings of our students and address them in our practical training program. We would like to thank you for providing our student with the opportunity to complete their internship in your organization and for the time you have dedicated.

Intern Name, Last Name		
Internship Type: Office / Construction		
Supervisor's Name, Last Name		
Supervisor's Contact Information	e-mail:	phone:
Internship Start Date – End Date	Start Date:	End Date:
Date / Signature and Stamp of the Supervisor	Date:	Signature:
All pages of the internship report have been checked and approved by me.		

	very poor	poor	average	good	excellent	comments
Internship Attendance Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Effort and Interest in Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Complete Tasks on Time and Successfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Basic Professional Knowledge & Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Work in a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Use Equipment and/or Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Problem-Solving Skills Using Appropriate Architectural Methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Courtesy and Respect Towards Supervisors and Colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accuracy of Daily Work Reported by the Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Comments:						