

INTERN ASSESSMENT FORM

Intern Student Name – Surname: Student Number: Department:	Evaluator Name – Surname: Title: Contact Information:
Internship Code (mark only one)	Date, Stamp and Signature
<input type="checkbox"/> INDE2910 <input type="checkbox"/> INDE3920 <input type="checkbox"/> INDE3910 <input type="checkbox"/> INDE4920	

Industrial Training Firm		
Name and Address:		
Starting date of training: / /	Finishing date of training: / /	Duration:
Saturday shift of working*: <input type="checkbox"/> Done <input type="checkbox"/> Not done		

(*) If Saturdays are incorporated to the industrial training, a letter which is approved by the firm should be given to the student which clearly states the Saturdays are accounted as working days.

Evaluation Table	Poor	Satisfactory	Good	Excellent
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication (written and oral)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to give and receive instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and suggestions about the progress of the intern:
Would you consider employing this intern in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No
Would you consider employing other interns from Işık University next year? <input type="checkbox"/> Yes <input type="checkbox"/> No

General principles of industrial training:

1. Duration of the industrial training cannot be less than 20 work days. Sundays and public holidays are not counted as working days. Subjects, periods and duration of industrial training are set by the department/program commission.
2. The students are liable for preparing an “Internship Report” about the activities of internship and deliver it on time. With the report that is approved by an authorized person, “Internship Application Form” which the student has a copy of it and “Internship Assessment Form” which is filled, approved by an authorized person and put in an envelope are delivered by the intern or post directly to the department.