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| Photo |

**T.C. ESKİŞEHİR TEKNİK ÜNİVERSİTESİ**

**MİMARLIK VE TASARIM FAKÜLTESİ**

**KURUM/KURULUŞ STAJ DEĞERLENDİRME FORMU**

**STUDENT INFORMATION**

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

**ID Number :................................................................. Internship Start Date : ........../.........../..........**

**Programme :................................................................. Internship End Date : ........../.........../..........**

**Permanent Address :.................................................................**

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|   | **INTERN EVALUATION FORM**  |  |  |
| **No**  | **Evaluation Criteria**  | **Explanation**  | **Very good** **(5)**  | **Good** **(4)**  | **Satisfactory** **(3)**  | **Poor** **(2)**  | **Very** **Poor** **(1)**  |
| 1  | **Field Knowledge**  | Displaying a strong sense of the mission and responsibility of the related area, with the full command of the theoretical and practical knowledge it requires  |   |   |   |   |   |
| 2  | **Professional skill**  | Ability of applying knowledge related to 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 the general evaluation score is above or equal to 3, the intern is accepted as successful.**

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|  | **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 to employ this intern after his/her graduation?  |   |
| 5  | If any, additional suggestions: ……………………………………………………………………………………………………………………..  |
|  | **Thank you for your time and effort.**  |

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

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

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| --- | --- | --- |
| **Name**  | **: ...................................................................**  | **Name‒Surname : ...........................................................**  |
| **Address**  | **: ...................................................................**  | **Title : ...........................................................**  |
| **Telephone/Fax**  | **: ................................ / ...............................**  |  |
| **Web Address**  | **: ...................................................................**  | **Signature/Stamp : ......................................................**  |