

FACULTY OF ARCHITECTURE AND DESIGN INTERN EVALUATION FORM (Annex 2)

Intern's Name, LASTNAME:									
Type of Internship: Office/Site/Research									
Supervisor's Name, LASTNAME:									
Supervisor's Contact Information:		e-mail:							
Starting Date – Completion Date:		/ date / moi	/ nth / yea		/ date / month / year				
Supervisor's Signature / Date									
This form aims to inform us about your reflections on our intern student. Your feedbacks will help us understand our student's technical and personal capabilities; and thus further develop our applied education program. This form is comprised of 3 sections: Professional Competence , Work Attitude and Personal Competence . We kindly request you to answer all questions, and mark 'not applicable' if the question is not relevant to intern's situation. Thank you in advance for taking the time to provide us with your valuable answers.									
	PROFESSIONAL COMPETENCE	Unsatisfactory	Poor	Average	Good	Outstanding	Not applicable		
1)	Skills in using professional equipments.								
2)	Skills in using professional tools and/or computer software.								
3)	Skills in using spoken/written English required for the work.								
4)	Skills in completing the tasks required by the job definition.								
5)	Skills in putting theoretical knowledge into practice.								
6)	Knowledge and competence in different areas of work.								
7)	Skills to identify professional problems.								
8)	Skills to analyze professional problems.								
9)	Skills to solve professional problems.								
10)	Intern's professional development from the commencement to the completion of internship.								
11)	Based on the professional competence required to work for your organization, please rate the level of professional competence that you believe the intern will attain by the time of his/her graduation.								

Professional competence – Which skills/competencies do you think the intern needs to improve?



Please explain:			

	WORK HABITS	Unsatisfactory	Poor	Average	Good	Outstanding	Not applicable	
1)	Awareness and sense of responsibility							
2)	Willingness to learn.							
3)	Interest in work.							
4)	Attention to work.							
5)	Punctuality.							
6)	Willingness to take initiative and offer suggestions							
7)	Communication with co-workers.							
8) co-	Kind and respectful demeanor to workers and supervisors							
9)	Ability to complete the given task in due time.							
10)	Ability to comply with company and work procedures.							
11)	Based on the work habits necessary to work for your organization, please rate the work habits that you believe the intern will have attained by the time of his/her graduation.							
Work Habits – Which work habits do you think the intern needs to improve?								
Please explain:								



PERSONAL COMPETENCE		Unsatisfactory	Poor	Average	Good Outstanding		Not applicable
1)	Being organized and having effective time management skills				Г		
2)	Ability to think independently.				Г		
3)	Ability to defend her/his ideas and proposals.				Г		
4)	Oral communication.				Г		
5)	Written communication.				Г		
6)	Self-confidence.				Г		
7) kno	Ability to develop her/himself, using the owledge gained in the work place.				Г		
8)	Aptness for teamwork.				Г		
9)	Ability to think creatively.				Г		
10)	Ability to think critically.				Г		
11)	Based on the personal competence required to work for your organization, please rate the level of personal competence that you believe the intern will have by the time of his/her graduation.				Г		
Personal competence – Which personal competencies do you think the intern needs to improve?							
Please explain:							

Please enclose this form in a sealed envelope, and hand it to the intern student.

Intern evaluations are an important element of the applied education philosophy of Ozyegin University. Thank you for sharing your comments.

ÖZYEĞİN UNIVERSITY

FACULTY OF ARCHITECTURE AND DESIGN, DEAN'S OFFICE