



BAŞKENT UNIVERSITY
FACULTY OF FINE ARTS, DESIGN AND ARCHITECTURE
DEPARTMENT OF
INTERNSHIP EVALUATION FORM

TYPE OF INTERNSHIP	<input type="checkbox"/> CODE: INTERNSHIP I	INTERNSHIP START DATE	
	<input type="checkbox"/> CODE: INTERNSHIP II	INTERNSHIP FINISH DATE	

STUDENT:

UNI. ID NO				(PHOTO)
NAME		SURNAME		
ADDRESS				
GSM PHONE		E-MAIL		

HOST FIRM/INSTUTION:

NAME			
ADDRESS			
PHONE		E-MAIL	
FAX		WEB	

CONTENT AND SCOPE OF THE STUDENT'S TASK

EMPLOYER EVALUATION OF INTERN'S PERFORMANCE

(Evaluate the student's performance over 10 in the following items.)[1 = Poor; 10 = Excellent]

	1	2	3	4	5	6	7	8	9	10
ADHERENCE TO WORKPLACE DRESS CODE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORK ATTENDANCE AND PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION LEVEL WITH SUPERVISOR AND CO-WORKERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEVEL OF ENTHUSIASM TOWARD ASSIGNED WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABILITY TO TAKE ON RESPONSIBILITIES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TASK COMPLETION AND FOLLOWING INSTRUCTIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABILITY TO FOLLOW WORKPLACE RULES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPENNESS TO CONSTRUCTIVE CRITICISM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WILLINGNESS TO LEARN NEW SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERN'S CONTRIBUTION TO THE FIRM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL GRADE/100									

To Başkent University Faculty of Fine Arts, Design and Architecture, Department of _____
 ___/___/20__

I hereby confirm that _____ (Intern's name) _____ (Intern's University ID number) has completed the required intership hours between ___/___/20__ and ___/___/20__ under my supervision. My evaluation of the intern' performance is included above.

Sincerely,

NAME-SURNAME	SIGNATURE	FIRM/INSTITUTION STAMP