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| **FACULTY OF ENGINEERING**  **TRAINEE EVALUATION FORM** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| To whom it may concern,  Thank you for giving the student (whose information is below) the opportunity of the practice in your company/institution.  Could you please fill in the following form and send it in a sealed envelope when the intern completes the practice.  Sincerely,  ..... / ..... / 20..... | | | | | | | | | | |
|  | | | | | | | | | | |
| **THIS SECTION WILL BE FILLED IN BY THE TRAINEE** | | | | | | | | | | | |
| **Name** |  | | | | | | | | | | |
| **Department** |  | | | | | | | | | | |
| **Student ID Number** |  | | **Turkish Republic ID No:** | | | | | | | | |
| **Contact Information** |  | | | | | | | | | | |
| **Dates of Internship: Start-Finish** | ..... / ..... / 20..... | ..... / ..... / 20..... | | | | **Days in total:** | | |  | | |
| **THIS SECTION WILL BE FILLED IN BY THE COMPANY/INSTITUTION** | | | | | | | | | | | |
| **Name and Title of the Internship Supervisor** |  | | | | | | | | | | |
| **The University and the Degree of the Internship Supervisor** |  | | | | | | | | | | |
| **Position/Title of the Int. Supervisor** |  | | | | | | | | | | |
| **Name and Contact Information of the Company/Instıtution** |  | | | | | | | | | | |
| **How would you assess the following qualities of the trainee?**  **(Grades: 1- Poor 2-Unsatisfactory 3-Satifactory 4- Good 5-Very Good)** | | | | | | | | | | | |
|  | | | | **1** | **2** | | **3** | **4** | | **5** | |
| Ability to use the professional tools (hardware, software, etc.) | | | |  |  | |  |  | |  | |
| Ability to complete the work assigned | | | |  |  | |  |  | |  | |
| Ability to define and solve the engineering problems | | | |  |  | |  |  | |  | |
| Professional improvement during the practice | | | |  |  | |  |  | |  | |
| Consciousness of professional and ethical responsibility | | | |  |  | |  |  | |  | |
| Level of “knowledge of applications at work such as project management, risk management and change management” and level of “awareness of entrepreneurship, innovativeness and sustainable development.” | | | |  |  | |  |  | |  | |
| Skill of effective communication and teamwork | | | |  |  | |  |  | |  | |
| Please, write down any additional comments about the aspects that you think the trainee needs further development. | | | | ..... / ..... / 20.....  Signature of the Internship Supervisor | | | | | | | |
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