

# INTERNSHIP EVALUATION GUIDELINE

## A. Components of the Evaluation

The final internship grade should be a combined result of the following areas of evaluations

I. **Faculty Mentors Evaluation** – Comprise 30% of the total marks given for the students. It will be based on the mentors' assessment made on the following things:

- The quality of the students' learning objectives
- Students' monthly report (students' dairy)
- Overall feed backs the mentors get from the company concerning the competences of the students( See Annex 5)

II. **Company Supervisors Evaluation** – Comprise 20% of the total marks given for the students. It will be based on the supervisors' judgments on the quality of the students' performances and their professional ethics (See Annex 3)

III. **Quality of the Final Report** (20%) and **Students Presentations** (20%)- Comprise 40% of the total marks given for the students. It will be based on the quality of the report and the skill of the presentation of the students. This will be done by setting up a panel for evaluating each and every student's final report (see annex 2) and presentations.

IV. **Students' internship Attendance** – Comprise 10% of the total marks given for the students. It will be based on the following criteria

- More than 10 days absent or more than 15 days late = Incomplete
  - 6 – 10 days absent or 11-15 days late = - 10%
  - 5 days absent or 9-10 days late without a legally acceptable reason = - 8%
  - 4 days absent or 7-8 days late without a legally acceptable reason = - 6%
  - 3 days absent or 5-6 days late without a legally acceptable reason = - 4%
  - 2 days absent or 3-4 days late without a legally acceptable reason = - 2%
  - 1 days absent or 1-2 days late without a legally acceptable reason = -1%
- (See annex 4)

**B. Grading**

The final grade of internship should be based on the existing ECTS grading system.

**C. Important dates for return to University is \_\_\_\_\_.**

**Remarks**

- A student is required to submit three (3) copies of his /her final internship report to the office of his/her school. Only one copy of the report can be printed by his /her school. The remaining two copies are left for the student i.e. two copies of the report are printed /copied by his/her own.
- The respective schools should distribute student's final report for the assigned document evaluators. This should be done in advance i.e. 2-3 days before presentation.
- Presentation of one report should be evaluated/judged by at least two examiners/juries
- Presentation of one report should take ( 20- 30 )minutes
- Schools shall prepare their own presentation check list (presentation evaluation criteria)
- The performance result filled by company mentor should be submitted to the office of the school

## **Annex 1: Outline for an Internship Report**

1. A cover page describing the following items:
  - Your name
  - The names of your University, Institute and School
  - The name of your internship hosting company
  - The duration of your internship
  - The date of the submission of your report
2. 3-5 Inner preliminary pages describing the following items:
  - Declaration of the student and the approval of the mentor and the supervisor - one page
  - Acknowledgements (If any) – only one page
  - An executive summary – only one page
  - List of tables and figures (if any)
  - Table of content
3. 7-10 Pages on how your project selected and worked out: -
  - Project title & short summery of the project
  - Problem statement & Justification
  - Objective of the project
  - Methodology
  - Literature review (related to your specific work/problem)
4. 7-10 Pages describing the background of your internship hosting company, including:
  - Its brief history
  - Its main products or services
  - Its main customers or the end users of its products or services
  - Its organizational structure
  - Its work flow
5. 15-20 Pages describing your overall internship experience and your specific work, including:
  - Why do you select this company
  - In which section of the company you have been working and why?
  - What does the ***work flow*** in this section look like

- Which work piece or **work tasks** you have been executing
  - What types of **Mechanical Engineering methods, tools and techniques** you have been using while performing your work tasks.
  - What major challenges and **problems** you have been facing and **identifying** while performing your work tasks.
  - What measures you have taken (**propose as a solution** for the selected problems) in order to overcome these challenges and problems, etc.
  - **Result & Discussion**
  - What type of **recommendations** have you made regarding to the identified problems.
6. 5-10 Pages describing the overall benefits you gained from the internship, including:
- What you gained in terms of improving your practical skills
  - What you gained in terms of upgrading your theoretical knowledge
  - What you gained in terms of improving industrial problem solving capability
  - What you gained in terms of improving your team playing skills
  - What you gained in terms of improving your leadership skills
  - What you gained in terms of understanding about work ethics issues, industrial psychology and related issues.
  - What you gained in terms of entrepreneurship skills
  - What you gained in terms of improving your interpersonal communication skills
7. 3-5 Pages describing your **overall/general** conclusion and your recommendations for the company : -
8. References (including company documents and reports )
9. Appendices

## Annex 2: Performance Evaluation to be filled by Company supervisors

Student Name:

Student Department:

Company Name:

	Max. point	Points Obtained	Remarks
<b>1. General Performance (25%)</b>			
Punctuality	[5%]		
Reliability	[5%]		
Independence in Work	[5%]		
Communication Skills	[5%]		
Professionalism	[5%]		
<b>2. Personal Skills (25%)</b>			
Ability to learn and Speed of Work	[5%]		
Accuracy	[5%]		
Commitment	[5%]		
His/her contribution to your company	[5%]		
Cooperation with colleagues	[5%]		
<b>3. Professional Skills (50%)</b>			
<b>N.B the interns are fourth year students and they are not graduates</b>			
Technical skills	[5%]		
Organizational skills	[5%]		
Support of the project tasks	[5%]		
responsibility in the task-fulfillment	[15%]		
Quality as a team member	[20%]		

**Result out of 100%:**

Supervisor name and signature \_\_\_\_\_

Company stamp

**NB:** This evaluation should be submitted in a sealed post to the academic mentor through the student. It is the student's responsibility to maintain the confidentiality of the evaluation or no marks will be earned from non sealed post.

### **Annex 3: Internship Attendance Sheet**

**Intern full name** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Month** \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>					
<b>Week 2</b>					
<b>Week 3</b>					
<b>Week 4</b>					

Total absent day in the month\_\_\_\_\_

Supervisor name and signature\_\_\_\_\_

Company stamp

**NB:** Please continue in the same way until the end of the internship and it should have a company seal!

## **Annex 4: INTERNSHIP Program Student Evaluation**

**(To be filled by academic mentor)**

INTERNSHIP student's name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

### **TECHNICAL OUTCOMES**

#### **1. Overall performance of the student. (10%)**

The Intern student's initiative, organization and planning ability, ability to learn new skills and expertise, quality of work, dependability, responsiveness to feedback, leadership qualities, attendance and punctuality was...

Excellent (8-10] % \_\_\_\_ Above average (5-8] % \_\_\_\_

Satisfactory [4-5] % \_\_\_\_ Unsatisfactory (<4%) \_\_\_\_

#### **2. Problem Solving Skills (10%)**

Such as their ability to: Identify a real-world problem as a member of a certain class of problems; solve the resulting engineering problems through analysis; see the underlying connections between concepts from different subject areas.

Very High (8- 10] % \_\_\_\_ High (5-8] % \_\_\_\_

Moderate [4-5] % \_\_\_\_ Low (<4%) \_\_\_\_ Unknown \_\_\_\_

#### **3. Level of Design Skills (10%)**

Such as their ability to: Meet project design objectives or functional specifications; see the overall ("Big") picture of a design; break a large complex design into more manageable sub-tasks; foresee potential design problems at the beginning of a project; brainstorm with others to come up with new ideas; be creative and practical in their solutions to problems.

Very High (8- 10] % \_\_\_\_ High (5-8] % \_\_\_\_

Moderate [4-5] % \_\_\_\_ Low (<4%) \_\_\_\_ Unknown \_\_\_\_

#### **4. Level of Experimentation Skills (10%)**

Such as their ability to: Design and conduct tests to explore a problem in a system or process; analyze the results of testing to solve or give insight into a problem.

Very High (8- 10] % \_\_\_\_ High (5-8] % \_\_\_\_

Moderate [4-5] % \_\_\_\_ Low (<4%) \_\_\_\_ Unknown \_\_\_\_

#### **5. Level of Knowledge Application (10%)**

Such as their ability to: Apply mathematical, scientific, and engineering knowledge to solve real-world problems; independently search for and apply knowledge from online, library resources or co-workers

Very High (8- 10] % \_\_\_\_ High (5-8] % \_\_\_\_

Moderate [4-5] % \_\_\_\_ Low (<4%) \_\_\_\_ Unknown \_\_\_\_

#### **6. Level of Computer Skills (10%)**

Such as their ability to: Use standard computer software effectively, e.g. word processors, CAD/CAM package, spreadsheets, databases, programming languages, data acquisition, etc.

Very High (8- 10] % \_\_\_\_ High (5-8] % \_\_\_\_

Moderate [4-5] % \_\_\_\_ Low (<4%) \_\_\_\_ Unknown \_\_\_\_

#### **7. Level of Tools & Skills (10%)**

Such as their ability to: Use test and measurement equipment; use modern development techniques, skills and tools to aid in the development of systems.

Very High (8- 10] % \_\_\_\_ High (5-8] % \_\_\_\_

Moderate [4-5] % \_\_\_\_ Low (<4%) \_\_\_\_ Unknown \_\_\_\_



## **NON-TECHNICAL OUTCOMES**

### **8. Level of Teamwork Skills (10%)**

Such as their ability to: Function as a productive member of a team; give and receive constructive criticism; take charge of, be committed to, and successfully complete assigned tasks.

Very High (8- 10] % \_\_\_\_ High (5-8] % \_\_\_\_

Moderate [4-5] % \_\_\_\_ Low (<4%) \_\_\_\_ Unknown \_\_\_\_

### **9. Level of Communication Skills (10%)**

Such as their ability to: Communicate effectively with other engineers; communicate technical information with non-engineers; communicate effectively in presentations and reports

Very High (8- 10] % \_\_\_\_ High (5-8] % \_\_\_\_

Moderate [4-5] % \_\_\_\_ Low (<4%) \_\_\_\_ Unknown \_\_\_\_

### **10. Innovation Skills (10%)**

Such as their ability to: Develop innovative ideas to solve problems and/or develop new methods of completing required tasks; think “out of the box” to perform daily duties.

Very High (8- 10] % \_\_\_\_ High (5-8] % \_\_\_\_

Moderate [4-5] % \_\_\_\_ Low (<4%) \_\_\_\_ Unknown \_\_\_\_

**Total percentage (100%):** \_\_\_\_\_

Mentor's Name \_\_\_\_\_

Mentor's Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_