**BILKENT UNIVERSITY**

**FACULTY OF HUMANITIES AND LETTERS**

**DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE**

**INTERNSHIP EVALUATION FORM – 2d**

Dear Manager,

After filling out this form, please give it in a sealed envelope to the student and the student will submit it to the English Language and Literature Department. Thank you for your valuable help.

 Internship Coordinator

Intern’s

Name-Surname : ............................................................

Number : ................................. Class: ..................

Organization

Name : ............................................................

Adress : ............................................................

Internship Dates :

Beginning Date: ..…...../........../ 2017 Ending Date:........./…..../ 2017

**A.** **Evaluation of the intern’s language and/or translation skills:**

1- Foreign Language Mastery

 I- Excellent II- Good III- Average IV- Poor V- No comment

2- Mother Tongue Mastery

 I- Excellent II- Good III- Average IV- Poor V- No comment

3- Skills in solving problems faced at work

 I- Excellent II- Good III- Average IV- Poor V- No comment

**ATTENDANCE:**

1. The intern was always punctual.

2. The intern had minimal absenteeism.

3. The intern had poor attendance. How many days ? (..............)

**B. Evaluation of the intern’s work :**

1. Ability to understand :

 I- Excellent II- Good III- Average IV- Poor V- No comment

2. Speed in completing tasks :

 I- Excellent II- Good III- Average IV- Poor V- No comment

3. Harmony in team work :

 I- Excellent II- Good III- Average IV- Poor V- No comment

4. Attention to details and organization :

 I- Excellent II- Good III- Average IV- Poor V- No comment

5. General knowledge in approaching solutions to problems :

 I- Excellent II- Good III- Average IV- Poor V- No comment

6. Would this intern be an asset to your organization ?

1. Yes 2. A bit 3. No 4. No comment

**C. Results**

Was the intern successful at the end of the internship ?

What internship grade does the student deserve over 100? ........................................

**D. If you have any other comments, criticisms, or suggestions please write them below:**

Internship Manager

Name-Surname ..........................

Date .........../........…/ 2017

Position ...................................................