Ref. No. UET/MED/2025/\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Designation of the relevant Person,*

*Full Name of Company,*

*City/District Name.*

**Subject**: **Internship for Mechanical Engineering Student**

السلام علیکم

I hope this letter finds you well.

I am writing to you on behalf of the Mechanical Engineering Department at the University of Engineering & Technology (UET), Taxila. Mechanical Engineering is a pioneer program at UET Taxila aimed at producing high quality graduates equipped with sound knowledge and technical skills to meet dynamic industrial needs. To achieve this, students are required to undertake an internship, which serves as a bridge between academic learning and hands-on experience, providing them with exposure to real-world engineering environment. We recommended the following student from our department for internship at your esteemed organization during the summer vacations (tentatively from June to August 2025):

**Name:** Name (22-ME-00)

**CNIC:** 12345

**Contact No:** 12344

**Internal Supervisor:** Name (office contact/email)

We would greatly appreciate your support in accommodating him for an internship at your organization. Should you require any further information or have any questions during the internship, please do not hesitate to contact the internal supervisor.

It is important to mention that that the internship is a mandatory requirement for the students to complete their degree in Mechanical Engineering. It will not only help the students to gain invaluable practical experience but also strengthen industry-academia linkages.

We also welcome any suggestions or opportunities for collaboration that could further improve students' skills, facilitate joint research, or contribute to the development of innovative projects.

Thank you in anticipation.

**Director**

(Industrial Academia Linkages)

Ref. No. UET/MED/2025/\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Designation of the relevant Person,*

*Full Name of Company,*

*City/District Name.*

**Subject**: **Internship for Mechanical Engineering Students**

السلام علیکم

I hope this letter finds you in excellent health and spirits.

I am writing to you on behalf of the Mechanical Engineering Department at the University of Engineering & Technology (UET) Taxila. As one of the leading programs at UET Taxila, the Mechanical Engineering program aims to produce quality graduates equipped with both sound theoretical knowledge and technical skills to meet the emerging demands of the industry. To achieve this, students are required to undertake an internship, which serves as a bridge between academic learning and hands-on experience, providing them with exposure to real-world engineering environment. We recommended the following students from our department for internship opportunities at your esteemed organization during the summer vacations (from June to August 2025, tentatively):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student ID** | **Name** | **CNIC** | **Contact No.** | **Internal Supervisor** |
| 22-ME- |  |  |  |  |
| 22-ME- |  |  |  |  |
| 22-ME- |  |  |  |  |

We would greatly appreciate your support in accommodating these students for internship at your organization. In case of any queries or concerns during the internship period, the internal supervisors listed above can be contacted.

It is important to mention that that the internship is a mandatory requirement for the students to complete their degree in Mechanical Engineering. It will not only help the students to gain invaluable practical experience but also strengthen industry-academia linkages. We also welcome any suggestions or opportunities for collaboration that could further improve students' skills, facilitate joint research, or contribute to the development of innovative joint projects.

Thank you in anticipation.

**Director**

(Industrial Academia Linkages)

Annex-1

**Internship Evaluation Form**

**Field (External) Supervisor**

**Key**

**1**= Does not meet expectations **2**= inconsistently meets expectations

**3**= Consistently meets expectations **4**= Above expectations

**5**= Far above expectations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Scale (Circle the number that best describes the student-intern’s performance)** | | | | | |
| 1 | Exhibits basic knowledge and skills required at the workplace. ~~(PLO1)~~ | 1 | 2 | 3 | 4 | 5 |
| 2 | Showcases innovative ideas for the solution of problems. ~~(PLO3)~~ | 1 | 2 | 3 | 4 | 5 |
| 3 | Leverages a new tool/software, enhancing his/her practical skill set. ~~(PLO5)~~ | 1 | 2 | 3 | 4 | 5 |
| 4 | Ensures the health, safety, and environmental policies of the workplace. ~~(PLO6)~~ | 1 | 2 | 3 | 4 | 5 |
| 5 | Arrives at workplace, completes the assigned tasks and reports to supervisor on time. ~~(PLO8)~~ | 1 | 2 | 3 | 4 | 5 |
| 6 | Demonstrates respect for organizational staff, policies, and norms. ~~(PLO7).~~ | 1 | 2 | 3 | 4 | 5 |
| 7 | Displays the ability to work with others as a team. ~~(PLO9)~~ | 1 | 2 | 3 | 4 | 5 |
| 8 | Demonstrates verbal and written communication skills. ~~(PLO10)~~ | 1 | 2 | 3 | 4 | 5 |
| 9 | Exhibits management skills as a member and/or leader in a team to manage activities. ~~(PLO11)~~ | 1 | 2 | 3 | 4 | 5 |
| 10 | Takes initiative and seeks opportunities to make contributions. ~~(PLO12)~~ | 1 | 2 | 3 | 4 | 5 |

Any Other Comment(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annex-2

**Internship Evaluation Form**

**Internal Supervisor**

**Score Key**

1- Does not meet expectations 2- inconsistently meets expectations

3- Consistently meets expectations 4- Above expectations

5- Far above expectations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Rubric** | **Score** | | | | |
| 1 | Progress in applying theoretical knowledge to practical problems. ~~(PLO1)~~ | 1 | 2 | 3 | 4 | 5 |
| 2 | Improvement in critical thinking after the internship. ~~(PLO4)~~ | 1 | 2 | 3 | 4 | 5 |
| 3 | Learned a new tool/software used by the host institute / industry / organization. (PLO5) | 1 | 2 | 3 | 4 | 5 |
| 4 | Familiar with the health, safety, and environmental policies of the host institution/ industry /organization. ~~(PLO6)~~ |  |  |  |  |  |
| 5 | Learned about workplace etiquette, ethics, and standards of conduct. ~~(PLO8)~~ | 1 | 2 | 3 | 4 | 5 |
| 6 | Aware of the measures taken by the institute/ organization / industry to sustain in the market. ~~(PLO7)~~ | 1 | 2 | 3 | 4 | 5 |
| 7 | Conscious of the allocated responsibilities of team members, as well as his/her own contributions within the team. ~~(PLO9)~~ | 1 | 2 | 3 | 4 | 5 |
| 8 | Improvement in verbal and written communication skills. ~~(PLO10)~~ | 1 | 2 | 3 | 4 | 5 |
| 9 | Learned about host institution/ industry / organization management structure. ~~(PLO11)~~ | 1 | 2 | 3 | 4 | 5 |
| 10 | Learned about the current state of the industry, market demands and gained clarity about his/her career goals. ~~(PLO12)~~ | 1 | 2 | 3 | 4 | 5 |

Any Other Comment(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annex-3

**Student Feedback Form**

*(The intern will complete this section)*

a) Task/s performed (Includes major duties designated to you and assignments you have completed

b) Learning Experience (Communicate skills and knowledge that you gained or refined through the internship

c) Challenges (Detail major challenges in your role and how you tackled them. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student/Intern signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annex-4

**Sample Student Internship Activity Log**

**Instructions:**

1. The student will record the major tasks performed during internship period.
2. Activity logs should be part of the internship report.
3. Respective internship supervisors will review and evaluate the student’s activity log.

|  |  |
| --- | --- |
| **Week** | **Tasks Performed** |
| **Week #1** |    |
| **Week #2** |    |
| **Week #3** |    |
| **Week #4** |    |
| **Week #5** |    |
| **Week #6** |    |
| **Week #7** |    |
| **Week #8** |    |
| **Week #9** |    |

Student/Intern signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

External Supervisor sign: \_\_\_\_\_\_\_\_\_\_\_\_\_ Internal Supervisor sign: \_\_\_\_\_\_\_\_\_\_\_\_\_