

Internship Feedback Form
Mechanical Engineering Department (UET Taxila)
Use Tick to mark each category

Student Name:		Internship Organization:				
Industry Instructor Name:		Industry Instructor Department:				
Date: From _____ To _____		Designation:				SCORE
Communications	1	2	3	4	5	
Expresses ideas and thoughts verbally						
Expresses ideas and thoughts in written form						
Cooperation	1	2	3	4	5	
Displays positive outlook and pleasant manner						
Offers assistance and support to co-workers						
Works cooperatively in group situations						
Dependability	1	2	3	4	5	
Follows instructions, responds to management direction						
Takes responsibility for own actions						
Meets attendance and punctuality guidelines						
Initiative	1	2	3	4	5	
Volunteers readily						
Seeks increased responsibilities						
Job Knowledge	1	2	3	4	5	
Exhibits ability to learn and apply new skills						
Requires minimal supervision						
Planning and Organization	1	2	3	4	5	
Uses time efficiently						
Works in an organized manner						
Problem Solving	1	2	3	4	5	
Gathers and analyzes information skillfully						
Develops alternative solutions						
Quality	1	2	3	4	5	
Looks for ways to improve and promote quality						
Applies feedback to improve performance						
Use of Technology	1	2	3	4	5	
Demonstrates required skills						
Adapts to new technologies & troubleshoots problems						
Overall Score:						

Department Supervisor Name and Signature:

Instructor's Signature:	
Industry Instructor's Comments:	
Student Acknowledgment:	
<i>I have reviewed this document and discussed the contents with my instructor. I acknowledge that I have been advised of my performance status, which does not necessarily imply that I agree with the evaluation.</i>	
Student's Signature:	
Student Name:	