

## LEARNING OBJECTIVE AND OUTCOME OF INTERNSHIP

A Learning Objective is a written statement describing specific measurable achievements to be accomplished during the internship experience by interns for further information see manual for mentors. Note (For the company and mentor) Please ensure the agreed up on objectives and activities can develop interns future carrier).

Student name; \_\_\_\_\_

Name of the organization \_\_\_\_\_

| S/N                     | Objectives                                                                                                                                                                                                                                                                                                                                                           | Planned Activities and performed in | % | Mark       | Obtained Value |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---|------------|----------------|
| 1.                      | Understand and write the process of organization routine works (tasks) (consider the value chain if appropriate)                                                                                                                                                                                                                                                     |                                     |   | 15         |                |
| 2.                      | Understand and write the organization basic technical works like for Production process Flow, Production control, Maintenance activities Construction activities, design, programing, Drawing, follow up etc                                                                                                                                                         |                                     |   | 15         |                |
| 3.                      | Be Skilled in routine activities and tasks                                                                                                                                                                                                                                                                                                                           |                                     |   | 15         |                |
| 4.                      | Strengthen and expand Knowledge relevant to academic background <ul style="list-style-type: none"> <li>▪ Types of learnt working methods. Components and machines working principles structural building steps.</li> <li>▪ Participation in major working process of the Company.</li> <li>▪ Work one research type project to solve one critical problem</li> </ul> |                                     |   | 20         |                |
| 5.                      | Acquire Hands-on-training in practical skill in one or several of his/her specific profession Like Maintaining equipments Measuring and operating instruments                                                                                                                                                                                                        |                                     |   | 20         |                |
| 6.                      | Other experience the intern should learn Like planning, working formats and reporting                                                                                                                                                                                                                                                                                |                                     |   | 15         |                |
| <b>Total Marks 100%</b> |                                                                                                                                                                                                                                                                                                                                                                      |                                     |   | <b>100</b> |                |

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Signature, Student

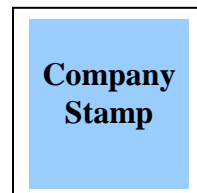
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Signature, Supervisor

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Signature, Mentor

| Monthly Performance Evaluation Sheet to be filled by Company Supervisor                                                        |                         |  |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------|--|
| Month                                                                                                                          | :                       |  |
| Company Name                                                                                                                   | :                       |  |
| Company Supervisor Name                                                                                                        | :                       |  |
| Students Name                                                                                                                  | :                       |  |
| Students Department At Institute                                                                                               | :                       |  |
| <p><b>Please give appropriate value in the box provided out<br/>Of the total value given for each evaluation criteria.</b></p> |                         |  |
| <b>General Performance (25%)</b>                                                                                               |                         |  |
| Punctuality                                                                                                                    | [5%]                    |  |
| Reliability                                                                                                                    | [5%]                    |  |
| Independence in Work                                                                                                           | [5%]                    |  |
| Communication Skills                                                                                                           | [5%]                    |  |
| Professionalism                                                                                                                | [5%]                    |  |
|                                                                                                                                |                         |  |
| <b>Personal Skills (25%)</b>                                                                                                   |                         |  |
| Speed of Work                                                                                                                  | [5%]                    |  |
| Accuracy                                                                                                                       | [5%]                    |  |
| Engagement                                                                                                                     | [5%]                    |  |
| Do you recommend him for your work                                                                                             | [5%]                    |  |
| Cooperating with colleagues                                                                                                    | [5%]                    |  |
|                                                                                                                                |                         |  |
| <b>Professional Skills (50%)</b>                                                                                               |                         |  |
| N.B the intern students are just 5th year students and they are not graduates                                                  |                         |  |
| Technical Skills                                                                                                               | [ 5%]                   |  |
| Organizing Skills                                                                                                              | [ 5%]                   |  |
| Support of the project tasks                                                                                                   | [ 5%]                   |  |
| Responsibility in task-fulfillments                                                                                            | [15%]                   |  |
| Team Sprit                                                                                                                     | [20%]                   |  |
|                                                                                                                                |                         |  |
| <b>Result</b>                                                                                                                  | <b>Total Percentage</b> |  |

**Supervisor Signature**

\_\_\_\_\_



## **Internship Attendance Sheet**

**Internee's full name:** \_\_\_\_\_

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

**Advisor Name** \_\_\_\_\_

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

|        | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--------|---------|-----------|----------|--------|
| Week 1 |        |         |           |          |        |
| Week 2 |        |         |           |          |        |
| Week 3 |        |         |           |          |        |
| Week 4 |        |         |           |          |        |

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

|        | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--------|---------|-----------|----------|--------|
| Week 1 |        |         |           |          |        |
| Week 2 |        |         |           |          |        |
| Week 3 |        |         |           |          |        |
| Week 4 |        |         |           |          |        |

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

|        | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--------|---------|-----------|----------|--------|
| Week 1 |        |         |           |          |        |
| Week 2 |        |         |           |          |        |
| Week 3 |        |         |           |          |        |
| Week 4 |        |         |           |          |        |

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

|        | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--------|---------|-----------|----------|--------|
| Week 5 |        |         |           |          |        |
| Week 6 |        |         |           |          |        |
| Week 7 |        |         |           |          |        |
| Week 8 |        |         |           |          |        |

Interns are expected to bring stamped and enveloped Monthly Attendance sheet and company supervisors' Monthly evaluation of four months!

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

Company stamp:

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

## Outline for an Internship Report

### Internship Report Outline and Evaluation points

1. Describing the background of your internship hosting company, including: ( 5 point )
  - Its history
  - Its main product and service and Its main customer or end users
  - Its overall organization and work flow process of production and Maintenance system or work flow control systems and procedures follow up formats and checklists
2. Overall internship technical experience, and knowledge gained including: (35 point )
  - How does the work flow and operation of the organization look like
  - What you observed on the activities and tasks (describe them technically)
  - Practical technical activities you observed during Design ,construction, maintenance activity and production process or control process, work flow, formal communications, formal reporting
  - Which work piece or work task activity you have been executing
  - What procedures and methods you have been using while performing your tasks
  - What challenges you have been facing while performing your work tasks
  - What measure you have been taken in order to overcome the challenges
3. Over all benefit you gained from the internship, includes: ( 10 point )
  - What you gained in terms of upgrading your theoretical knowledge
  - What you gained in terms of improving your practical skills
  - 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
  - What you gained in terms of entrepreneurship skills
4. How your Project selected and worked out and its output (follow research methodology) (50 pts.)
  - Project title
  - Short summary of the project
  - Introduction Including 5
    - Problem statement & Justification
    - Objective of the project
    - Literature review
  - Methodology 5
  - Analysis 30
  - Result & Discussion 5
5. Conclusion & Recommendation (5 point)
  - References
  - Appendices

## **Evaluation Formats and Allocated marks**

### **Internship evaluation Component**

| <b>S/N</b> | <b>Evaluation criteria</b>                                                                            | <b>Percentage</b> |
|------------|-------------------------------------------------------------------------------------------------------|-------------------|
| A.         | Evaluation of Monthly and final report by Mentor                                                      | 35%               |
| B.         | Evaluation of report by institute examiner                                                            | 25%               |
| C.         | Evaluation of final report presentation                                                               | 15%               |
| D.         | Evaluation of company supervisor (Monthly 20% and attendance 5%) (More than 15 days absent is repeat) | 25%               |
|            |                                                                                                       | 100%              |

This is the final Mark of the student out of 100 to which grade is to be assigned according to this value.

The evaluation components A, B, C, are as given in the next pages  
All are evaluated out of 100 and converted to their respective rates 35%, 25%, 15%,

D is the evaluation from the organization based on the three evaluation forms above which students should take to their respective organizations and be filled by their respective organizational supervisor.

It has to be brought sealed and it must have the organization stamp

Its rate is finally 25% (and it includes Attendance, Monthly Performance Evaluation Sheet, and LEARNING OBJECTIVE AND OUTCOME OF INTERNSHIP all to be filled by Company Supervisor.

### **A. Mentor Evaluation Criteria**

Students Name: \_\_\_\_\_

ID No: \_\_\_\_\_

| <b>S/N</b> | <b>Evaluation Criteria</b>                                                                                             | <b>Percentage<br/>(allocated)</b> | <b>Percentage<br/>(obtained)</b> |
|------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------|
| 1          | Quality of learning objective                                                                                          | 5                                 |                                  |
| 2          | Quantity & quality of monthly report and Interaction with Mentor                                                       | 10                                |                                  |
| 3          | Degree of commitment to his/her task and Experience gained                                                             | 10                                |                                  |
| 4          | Problem identification and Ability to solve organization Problem                                                       | 10                                |                                  |
| 5          | Creativity and motivation to solve problem of the organization                                                         | 5                                 |                                  |
| 6          | Degree and quantity of Experience gained, and his/her<br>Knowledge on the overall Internship activity and project task | 40                                |                                  |
| 7          | Quality and content of final internship report                                                                         | 20                                |                                  |
|            |                                                                                                                        | 100                               |                                  |

**Date:** \_\_\_\_\_

**Examiner Name:** \_\_\_\_\_ **Signature** \_\_\_\_\_

## **B. Institute Examiner Evaluation Criteria**

Students Name: \_\_\_\_\_

ID No: \_\_\_\_\_

| <b>S/N</b> | <b>Evaluation Criteria</b>                                                                                                        | <b>Percentage<br/>(allocated)</b> | <b>Percentage<br/>(obtained)</b> |
|------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------|
| 1          | Quality of Report content of experience and Method followed<br>Project (According to research Methodology)                        | 10                                |                                  |
| 2          | Clear and appropriate Objectives to problem solving                                                                               | 5                                 |                                  |
| 3          | Appropriateness and good methodology followed                                                                                     | 15                                |                                  |
| 4          | Analysis steps Input parameters data and outputs of the analysis                                                                  | 25                                |                                  |
| 5          | Discussion of the result and correlation to the problem solving                                                                   | 5                                 |                                  |
| 6          | Conclusion and Recommendation                                                                                                     | 5                                 |                                  |
| 7          | Content of report on the overall internship technical experience<br>and benefits gained ( based on chapter 2 and 5 of the report) | 35                                |                                  |
|            |                                                                                                                                   | 100                               |                                  |

**Date:** \_\_\_\_\_

**Examiner Name:** \_\_\_\_\_ **Signature** \_\_\_\_\_



**C. ORAL PRESENTATION EVALUATION***(To be completed by both Internal Examiner of the Institute)***Student's Name:** \_\_\_\_\_ **ID:** \_\_\_\_\_

| CATEGORY                                       | Criteria for Judging Quality                                                                                                                                                                                                       | Please circle the appropriate grade for each category |                 |                 |                |                 |                |               |               |              | (Marks Awarded) |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------|-----------------|----------------|-----------------|----------------|---------------|---------------|--------------|-----------------|
|                                                |                                                                                                                                                                                                                                    | Excellent                                             | Very Good       | Good            | Above Average  | Average         | Below Average  | Poor          | Marginal Pass | Failure      |                 |
| Visual<br>(Non-Verbal Communication)<br>(10 %) | <ul style="list-style-type: none"> <li>• Appearance; Facial expression; Confidence</li> <li>• Gestures; Eye contact</li> </ul>                                                                                                     | A<br>(10-8.5)                                         | A-<br>(8)       | B+<br>(7.5)     | B<br>(6.5-7)   | C+<br>(5.5-6)   | C<br>(5)       | D+<br>(4.5)   | D<br>(4)      | F<br>(0-3.5) |                 |
| Content<br>(40%)                               | Clear and concise background, objectives, continuity of content                                                                                                                                                                    | A<br>(10-8.5)                                         | A-<br>(8)       | B+<br>(7.5)     | B<br>(6.5-7)   | C+<br>(5.5-6)   | C<br>(5)       | D+<br>(4.5)   | D<br>(4)      | F<br>(0-3.5) |                 |
|                                                | Analysis and Results<br>Has performed suitable analysis of proposed design and presented thoughtful interpretation of results                                                                                                      | A<br>(20-17)                                          | A-<br>(16.5-16) | B+<br>(15.5-15) | B<br>(14.5-13) | C+<br>(12.5-11) | C<br>(10.5-10) | D+<br>(9.5-9) | D<br>(8.5-8)  | F<br>(0-7.5) |                 |
|                                                | Conclusions and recommendations<br><ul style="list-style-type: none"> <li>• Adequacy of key ideas pertinent to objectives</li> <li>• Acceptable recommendations</li> </ul>                                                         | A<br>(10-8.5)                                         | A-<br>(8)       | B+<br>(7.5)     | B<br>(6.5-7)   | C+<br>(5.5-6)   | C<br>(5)       | D+<br>(4.5)   | D<br>(4)      | F<br>(0-3.5) |                 |
| Clarity of presentation (20%)                  | <ul style="list-style-type: none"> <li>• Fluency and choice of words</li> <li>• Tone of voice (monotonous, intonation)</li> </ul>                                                                                                  | A<br>(10-8.5)                                         | A-<br>(8)       | B+<br>(7.5)     | B<br>(6.5-7)   | C+<br>(5.5-6)   | C<br>(5)       | D+<br>(4.5)   | D<br>(4)      | F<br>(0-3.5) |                 |
|                                                | <ul style="list-style-type: none"> <li>• Pace and continuity</li> <li>• Use of aids</li> </ul>                                                                                                                                     | A<br>(10-8.5)                                         | A-<br>(8)       | B+<br>(7.5)     | B<br>(6.5-7)   | C+<br>(5.5-6)   | C<br>(5)       | D+<br>(4.5)   | D<br>(4)      | F<br>(0-3.5) |                 |
| Questions and Answers (30%)                    | <ul style="list-style-type: none"> <li>• Ability to listen, attitude towards person asking the question (defensive, respect)</li> </ul>                                                                                            | A<br>(10-8.5)                                         | A-<br>(8)       | B+<br>(7.5)     | B<br>(6.5-7)   | C+<br>(5.5-6)   | C<br>(5)       | D+<br>(4.5)   | D<br>(4)      | F<br>(0-3.5) |                 |
|                                                | <ul style="list-style-type: none"> <li>• Technical and factual accuracy; Grasp of subject</li> <li>• Creativity and ability to handle question – use of example</li> <li>• Ability to respond if cannot answer question</li> </ul> | A<br>(20-17)                                          | A-<br>(16.5-16) | B+<br>(15.5-15) | B<br>(14.5-13) | C+<br>(12.5-11) | C<br>(10.5-10) | D+<br>(9.5-9) | D<br>(8.5-8)  | F<br>(0-7.5) |                 |
| <b>TOTAL SCORE</b>                             |                                                                                                                                                                                                                                    |                                                       |                 |                 |                |                 |                |               |               |              |                 |

**Date:** \_\_\_\_\_**Examiner Name:** \_\_\_\_\_**Signature** \_\_\_\_\_