



American University of Sharjah

School of Architecture and Design

P.O. Box 26666 – Sharjah United Arab Emirates

Tel. : 971-6-5152823 Fax : 971-6-5152800

DESIGN STUDENT INTERNSHIP EVALUATION FORMS I

To be completed by the Internship Supervisor

Policy : Upon the completion of the internship, and in order for the university to evaluate the student intern's performance, workplace intern supervisor must complete Forms I and II to the best of his/her knowledge and ability. Completed forms (together with Form III, Student Intern Validated Weekly Timesheet) must be forwarded **directly** to the Internship Coordinator (Prof. George Katordytis, see below) via fax or regular mail. **Confidentiality must be maintained** so that the student intern ought not be allowed to handle the completion and/or transmittal of any of these forms (with the exception of a portion of Form III, timesheet). Student intern can transmit the Forms **only** if such forms were secured in a properly signed and sealed envelope.

1. Student's Name :

2. Student's AUS ID # :

3. Student's Major :

4. Student's contact Telephone Number :

5. Student's Internship Coordinator : **Prof. George Katordytis**

Tel: +971-6-5152839 ; Fax +971-6-5152800 ; E-mail : internship-sad@aus.edu

6. Date Internship started :

7. Date Internship finished :

8. Firm's Name :

9. Firm's (physical/street) address:

10. Firm's (mailing) address :

11. Name of intern's designated supervisor:

12. Supervisor's title / position :

13. Telephone :

Fax :

E-mail:

Supervisor's Name :

Title :

DESIGN INTERNSHIP FORM II

To be completed by the Internship Supervisor – please check ✓ the appropriate column.

Student name : _____ Student major : _____

QUESTION	Poor → Excellent					Not sure/NA	Additional Comments
	1	2	3	4	5		
	Has the intern been an enthusiastic and willing worker ?						
Has the intern been an enthusiastic and willing learner ?							
Has the intern demonstrated appropriate design skills ?							
Has the intern demonstrated appropriate technical skills ?							
Has the intern demonstrated appropriate critical thinking skills ?							
Has the intern demonstrated appropriate digital technology skills ?							
Has the intern demonstrated appropriate time keeping habits ?							
Has the intern demonstrated reliability ?							
Has the intern demonstrated appropriate communication skills ?							
Has the intern demonstrated an ability to work within a team environment ?							

Supervisor : Please feel free to use an additional sheet to write further comments on the performance of the student intern and / or AUS Summer Internship Program.