#### Intern’s

Name: ...................   
Surname: .................   
Department: ..................

#### Internship Details

Name of the Firm/Institution/Organization: ..................   
Department / Section / Branch: ................   
Duration: ......................   
Documents used through Internship: (letter, report, etc.): ....................   
....................................   
....................................   
....................................   
....................................

#### Firm/ Institution Information:

|  |  |
| --- | --- |
| **Address:** |  |
| **Phone Number:** |  |
| **Web Address:** |  |
| **Internship Manager’s Name:** |  |
| **Internship Manager’s Email:** |  |
| **Internship Manager’s Mobile Number:** |  |
| **Field of the Company:** |  |
| **Number of Staff:** |  |

#### Type of Firm:

 Public Company

 Private Company

 SME

 Research Institute

 Multinational Corporation

 Other (Explain):

#### Intern’s 1st Weekly Report:

|  |  |
| --- | --- |
| Monday  Date: |  |
| Tuesday  Date: |  |
| Wednesday  Date: |  |
| Thursday  Date: |  |
| Friday  Date |  |

#### Internship Manager’s Weekly Evaluation and Views about Intern’s Attendance, Discipline and Study:

Date/Signature

#### Intern’s 2nd Weekly Report:

|  |  |
| --- | --- |
| Monday  Date: |  |
| Tuesday  Date: |  |
| Wednesday  Date: |  |
| Thursday  Date: |  |
| Friday  Date |  |

#### Internship Manager’s Weekly Evaluation and Views about Intern’s Attendance, Discipline and Study:

Date/Signature

#### Intern’s 3rd Weekly Report:

|  |  |
| --- | --- |
| Monday  Date: |  |
| Tuesday  Date: |  |
| Wednesday  Date: |  |
| Thursday  Date: |  |
| Friday  Date |  |

#### Internship Manager’s Weekly Evaluation and Views about Intern’s Attendance, Discipline and Study:

Date/Signature

#### Intern’s 4th Weekly Report:

|  |  |
| --- | --- |
| Monday  Date: |  |
| Tuesday  Date: |  |
| Wednesday  Date: |  |
| Thursday  Date: |  |
| Friday  Date |  |

#### Internship Manager’s Weekly Evaluation and Views about Intern’s Attendance, Discipline and Study:

#### Manager’s Suggestions and Comments:

|  |
| --- |
|  |