#### 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:

|  |  |
| --- | --- |
| MondayDate: |  |
| TuesdayDate: |  |
| WednesdayDate: |  |
| ThursdayDate: |  |
| FridayDate |  |

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

Date/Signature

#### Intern’s 2nd Weekly Report:

|  |  |
| --- | --- |
| MondayDate: |  |
| TuesdayDate: |  |
| WednesdayDate: |  |
| ThursdayDate: |  |
| FridayDate |  |

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

Date/Signature

#### Intern’s 3rd Weekly Report:

|  |  |
| --- | --- |
| MondayDate: |  |
| TuesdayDate: |  |
| WednesdayDate: |  |
| ThursdayDate: |  |
| FridayDate |  |

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

Date/Signature

#### Intern’s 4th Weekly Report:

|  |  |
| --- | --- |
| MondayDate: |  |
| TuesdayDate: |  |
| WednesdayDate: |  |
| ThursdayDate: |  |
| FridayDate |  |

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

#### Manager’s Suggestions and Comments:

|  |
| --- |
|  |