



GAU
THE AMERICAN
UNIVERSITY
GIRNE CYPRUS

FACULTY OF
ARCHITECTURE,
DESIGN & FINE ARTS

DEPARTMENT OF
GRAPHIC DESIGN

INTERNSHIP LOG BOOK -
2014

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STUDENT'S NAME, SURNAME : -----

NUMBER : -----

DEPARTMENT : -----

MARK THE PROPER CODE:

Department of Graphic Design	
	GRAD300- Internship I
	GRA300- Internship I
	GRAD400- Internship II
	GRA400- Internship II

CHECKED AND APPROVED BY:

Internship Committee Coordinator : -----

Internship Committee Member : -----

Internship Committee Member : -----

Head of the Department : -----

It is approved in the Faculty Board no: ----- date: -----/----/2014.

CONTENTS

1. STUDENT INFORMATION.....	3
2. ASSESSMENT FORM	4
3. DESCRIPTION OF DAILY WORKS	5
4. EVALUATION.....	18
5. Intern Evaluation Survey	18

2. STUDENT INFORMATION

(This page is to be completed by the company manager/supervisor)

STUDENT'S	FULL NAME
	NUMBER
	DEPARTMENT
COMPANY'S	COMPANY NAME
	FIELD OF SPECIALIZATION
	ADDRESS
SUPERVISOR'S	FULL NAME
	STATUS / TITLE

DATE:

To the Faculty Architecture, Design & Fine Arts

I certify that the following record of summer practice has been completed by the above mentioned student.

Our evaluation of the work is given in the following page.

Company Name :

Name of the Manager :

Signature :

Date : -----/------/-2014-

3. ASSESSMENT FORM

(TO BE COMPLETED AND SIGNED BY THE COMPANY MANAGER)

FIELD OF WORK (please specify) WORKING DEPARTMENT(S) /AREAS:	
STARTING DATE: -----/-----/2014, COMPLETION DATE: -----/-----/2014	
NUMBER OF DAYS COMPLETED : ----- days.	

CRITERIA	EVALUATION (Excellent/Good/Fair/Poor)
ATTENDANCE	
INTEREST AND PARTICIPATION	
TECHNICAL KNOWLEDGE	
PRACTICAL ABILITY	
QUALIFICATIONS (Initiative responsibility and reliability)	
OTHER COMMENTS	

NAME and SURNAME : -----

SIGNATURE AND STAMP: -----

4. DESCRIPTION OF DAILY WORKS

(To be completed by the student)

DAY	DATE	BRIEF DESCRIPTION OF JOB
1	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
2	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
3	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
4	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
5	-----/-----/2014	
TOPICS		
1.		
2.		
3.		
4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
6	-----/-----/2014	
TOPICS		
1.		
2.		
3.		
4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
7	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
8	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
9	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
10	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
11	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
12	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
13	-----/-----/2014	
TOPICS		
1.		
2.		
3.		
4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
14	-----/-----/2014	
TOPICS		
1.		
2.		
3.		
4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
15	-----/-----/2014	
TOPICS		
1.		
2.		
3.		
4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
16	-----/-----/2014	
TOPICS		
1.		
2.		
3.		
4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
17	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
18	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
19	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
20	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
21	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
22	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
23	-----/-----/2014	
TOPICS		
1.		
2.		
3.		
4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
24	-----/-----/2014	
TOPICS		
1.		
2.		
3.		
4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
25	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
26	-----/-----/2014	
TOPICS		
1. 2. 3. 4.		

6. Intern Evaluation Survey

(To be filled by the company representative)

The purpose of this survey regarding our internship student is to obtain your company's feedback about the quality of the academic programs being provided by the Girne American University, Faculty of Architecture, Design & Fine Arts. Thank you for completing this survey, we value your feedback, it helps us improve our academic programs.

A: Excellent B: Very good C: Good D: Fair E: Poor

I. Knowledge

- | | |
|---|-------------------------------|
| 1. Science, Humanities and professional discipline | (A) (B) (C) (D) (E) |
| 2. Problem formulation and solving skills | (A) (B) (C) (D) (E) |
| 3. Collecting and analysing appropriate data | (A) (B) (C) (D) (E) |
| 4. Level of knowledge in core topics of the major area | (A) (B) (C) (D) (E) |
| 5. Ability to apply the core skills in an assigned task | (A) (B) (C) (D) (E) |
| 6. Ability to acquire and apply new knowledge/skills | (A) (B) (C) (D) (E) |
| 7. Computing skills | (A) (B) (C) (D) (E) |

II. Communication Skills

- | | |
|--------------------------|-------------------------------|
| 1. Oral communication | (A) (B) (C) (D) (E) |
| 2. Written communication | (A) (B) (C) (D) (E) |
| 3. Presentation skills | (A) (B) (C) (D) (E) |

III. Inter-personal Skills

- | | |
|-----------------------------------|-------------------------------|
| 1. Ability to work in teams | (A) (B) (C) (D) (E) |
| 2. Leadership | (A) (B) (C) (D) (E) |
| 3. Independent thinking | (A) (B) (C) (D) (E) |
| 4. Motivation | (A) (B) (C) (D) (E) |
| 5. Reliability | (A) (B) (C) (D) (E) |
| 6. Appreciation of ethical values | (A) (B) (C) (D) (E) |

IV. Work skills

- | | |
|--|-------------------------------|
| 1. Time management skills | (A) (B) (C) (D) (E) |
| 2. Skills for discerning & evaluating situations | (A) (B) (C) (D) (E) |
| 3. Discipline | (A) (B) (C) (D) (E) |



___ / ___ / 2014

To Whom It May Concern:

Our student, _____ in the Faculty of Architecture, Design and Fine Arts, Girne American University, would like to take up his/her internship in your institution / company. If you could offer our student a place, the practice will provide valuable practical knowledge and experience before he/she graduates.

We would like to thank you in advance for considering our request for this internship, a course that is compulsory in our department.

Sincerely,
Summer Practice Committee

Department of Architecture:
Aslihan Aldiř, aslihanaldis@gau.edu.tr
Department of Interior Design:
Buęu řah, bugusah@gau.edu.tr
Department of Graphic Design:
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