EPOKA UNIVERSITY
DEPARTMENT OF ARCHITECTURE
TIRANA – ALBANIA

ARCH 310 – SUMMER PRACTICE AT CONSTRUCTION SITE

RECORD SHEET

Student Photograph

Name / Surname : .....
Class / ID no. : ...../.....
Summer Internship Code : ARCH 310
Required Work Duration : 36 work days
Work Period : ...../...../..... - ...../...../.....
Company : .....
Internship Address : .....
.....
County : .....
City : .....
Country : .....

APROVAL OF THE WORK PLACE

We approve that the student named above will be employed as an intern in our office working ..... days per week and between ...../...../..... - ...../...../.....

Name / Surname : .....
Title / Position : .....
Seal / Signature :

APROVAL OF THE EPOKA DEPARTMENT OF ARCHITECTURE

The student named above is approved to work as an intern in the stated architectural office between ...../...../..... - ...../...../.....

Name / Surname : .....
Title / Position : .....
Seal / Signature :

Tel: +355 4 2232 086
Fax: +355 4 2222 117

EPOKA UNIVERSITY
DEPARTMENT OF ARCHITECTURE
TIRANA – ALBANIA

ARCH 310 – SUMMER PRACTICE AT CONSTRUCTION SITE

RECORD SHEET

CONFIDENTIAL*

Name / Surname : .....
Class / ID no. : ...../.....
Summer Internship Code : ARCH 310
Required Work Duration : 36 work days
Work Period : ...../...../..... - ...../...../.....
Company : .....
Internship Address : .....
.....
County : .....
City : .....
Country : .....

Student Photograph

EVALUATION OF THE RELATED PERSON

Interest into the Work	Success	Attendance
○ Excellent	○ Excellent	○ 36 days of attendance
○ Very Good	○ Very Good	○ 1-2 days of absenteeism
○ Good	○ Good	○ 3-4 days of absenteeism
○ Satisfactory	○ Satisfactory	○ 5-6 days of absenteeism
○ Unsatisfactory	○ Unsatisfactory	○ 7 or more days of absenteeism

Please state the exact time interval that the student has worked

...../...../..... - ...../...../.....

Opinions: .....
.....
.....
.....
.....

Name / Surname : .....
Title / Position : .....
Seal / Signature :

** Please submit this form in a sealed and signed envelope to the student after the work period.*

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Fax: +355 4 2222 117