



**EPOKA UNIVERSITY
DEPARTMENT OF ARCHITECTURE
TIRANA – ALBANIA**

**ARCH 409 – SUMMER PRACTICE AT ARCHITECTURAL STUDIO
RECORD SHEET**

Name / Surname	:	Student Photograph
Class / ID no.	:/.....	
Summer Internship Code	:	ARCH 409	
Required Work Duration	:	36 workdays	
Work Period	:/...../..... -/...../.....	
Company	:	
Internship Address	:	
County	:	
City	:	
Country	:	

APPROVAL OF THE WORKPLACE

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	:	

APPROVAL 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	:	



**EPOKA UNIVERSITY
DEPARTMENT OF ARCHITECTURE
TIRANA – ALBANIA**

ARCH 409 – SUMMER PRACTICE AT ARCHITECTURAL STUDIO

RECORD SHEET

CONFIDENTIAL*

Name / Surname	:	Student Photograph
Class / ID no.	:/.....	
Summer Internship Code	:	ARCH 409	
Required Work Duration	:	36 workdays	
Work Period	:/...../..... -/...../.....	
Company	:	
Internship Address	:	
County	:	
City	:	
Country	:	

EVALUATION OF THE RELATED PERSON

Interest into the Work	Success	Attendance
<input type="radio"/> Excellent	<input type="radio"/> Excellent	<input type="radio"/> 36 days of attendance
<input type="radio"/> Very Good	<input type="radio"/> Very Good	<input type="radio"/> 1-2 days of absenteeism
<input type="radio"/> Good	<input type="radio"/> Good	<input type="radio"/> 3-4 days of absenteeism
<input type="radio"/> Satisfactory	<input type="radio"/> Satisfactory	<input type="radio"/> 5-6 days of absenteeism
<input type="radio"/> Unsatisfactory	<input type="radio"/> Unsatisfactory	<input type="radio"/> 7 or more days of absenteeism

Please state the exact time interval that the student has worked:

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

Opinions:

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

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