Tischner European University

Department: **Faculty of Social Sciences and Humanities**

Faculty: **Business Linguistics**

Specialization:……………………………………………………………………………………………………………

**INTERNSHIP BOOK**

**……………………………………….....**

Name and surname of the student

**……………………..**

Index number

Stamp

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Dean’s signature

Recording internship in the internship book

* Exact commencing and finishing dates of the internship: day; month; year.
* Exact number of internship hours.
* Exact description of the tasks performed each month with examples of activities/projects realized, emphasizing the profile and specialization of the student.
* Each section separated with a horizontal line needs to be filled in with the tasks performed during the internship. For each of the tasks described the student marks which of the Educational Effects (EFEKTY UCZENIA SIĘ – EU) were realized within the task. For each section the student marks at least one Educational Effect, bearing in mind that all ten EU have to be realized in the course of the internship. The guidance for the choice of the EU provides the form with all EU described.
* Each page of internship monthly record has to be confirmed by the company’s stamp (with the contact data) and the signature of the authorized person.

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| EU1 | **SOLVING PROBLEMS**  The trainee seeks to solve problems using the acquired knowledge. He/she can properly define the situation, indentify the problem and its determinants, find possible solutions, recognize an available and useful wealth of knowledge and deficiencies, take steps to complement these deficiencies, and finally solve a given problem or task. Creativity and analytical thinking is an important element of their problem-solving skills. |
| EU2 | **SEEKING FOR INFORMATION**  The trainee has the ability of information mining and analyzing it together with its sources using available techniques, as well as of identifying and filling the gaps in their own knowledge and that of the team. Above all, the trainee can synthesize both new information and the already possessed knowledge. |
| EU3 | **ANALYTICAL AND SYNTHETIC THINKING**  The trainee has the ability of logical analysis, synthesis of facts and concluding. The trainee can combine, share, group and categorize facts and phenomena, extract their components and see relations between them, interpret their meaning and reasons with using the method of logical inference. |
| EU4 | **INITIATIVE**  The trainee has a zeal and enthusiasm in his/her daily work, he/she actively follows the supervisor’s instructions. He/she initializes new solutions, taking responsibility for them. He/she is helpful and motivated, always taking advantage of the available opportunities to increase their knowledge and skills. |
| EU5 | **INDEPENDENCE**  The trainee can, within their capacities and competencies, independently fulfill the assigned tasks, not causing an excessive distraction of the co-workers. |
| EU6 | **WORK ORGANIZATION**  The trainee, while implementing entrusted tasks, acts in a orderly and well thought-out manner. He/she can meet the deadline while performing a specific task. |
| EU7 | **FLEXIBILITY**  The trainee easily finds himself in a new workplace, he/she is flexible and easily adapts to the current needs of the co-workers. He/she reacts in a flexible way to any changes regarding the undertaken tasks. |
| EU8 | **QUALITY OF WORK**  The trainee performs the work in accordance with established standards and procedures followed in the company. He/she is accurate and precise, effectively eliminating any mistakes or deficiencies. He/she makes a great effort to provide a high quality work. |
| EU9 | **ARTICULATENESS**  The trainee skillfully communicates with the environment. He/she formulates his thoughts into clear, coherent and precise statements. He/she has no problems with establishing new contacts and is always open, sociable and friendly towards the co-workers. |
| EU10 | **COOPERATION**  The trainee is capable of team work, supporting the team’s tasks in an active and committed way. He/she effectively cooperates with the supervisor, shares the possessed knowledge with others seeks to create a nice atmosphere in the workplace. He/she is also open to constructive criticism. |

Full name of the institution where the internship was served

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| The start and end dates of the internship  (M/D/Y – M/D/Y)\*  \* M – month, D – day, Y – year | The number of hours served |

**MONTHLY INTERNSHIP BOOK**

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Signature and stamp of the Institution’s Coordinator

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