
ORGANIZATION

Internship supervisor

Length of internship

Field of Internship: _____

Student name and record book

Please circle the grade. Grades 1-5 (1-insufficient, 2-sufficient, 3-good, 4-very good, 5-excellent). Guidance for the assessment and general principles of the evaluation are to be found on page 4 of the journal.

Evaluation components, fields, competence and skills	Supervisor evaluation of student				
Oral and written communication	1	2	3	4	5
Interest in work and self-improvement	1	2	3	4	5
Self-confidence	1	2	3	4	5
Tolerance	1	2	3	4	5
Leadership skills	1	2	3	4	5
Problem solving and conflict resolution skills	1	2	3	4	5
Teamwork skills (cooperation with supervisor and colleagues)	1	2	3	4	5
Flexibility	1	2	3	4	5
Creativity and innovation	1	2	3	4	5
Responsibility and initiative	1	2	3	4	5
Attentiveness and punctuality	1	2	3	4	5
Mastery of the Internship Programme - expertise	1	2	3	4	5
Work with clients	1	2	3	4	5
Possibility of recommendation	1	2	3	4	5
FINAL INTERNSHIP GRADE	1	2	3	4	5

SUPERVISOR'S FINAL REPORT:

STUDENT'S ACTIVITIES DURING THE INTERNSHIP: (Page 2 – filled in by student)

STUDENT'S ACTIVITIES DURING THE INTERNSHIP:

(Page 3 – filled in by student)

STUDENT'S FINAL REPORT:

GRADING INSTRUCTIONS

The purpose of grading is to ensure the quality of training and students' professional development. Hence it should be:

- direct
- objective
- continuous
- instructive

In keeping with the evaluation provided by the internship supervisor , the University will appraise the achievements of every student, their professional value and qualities that will facilitate their future career. Focus will be equally divided between managing everyday duties and being able to work in a team and remain dedicated to their job.

Skills shown during the internship will be taken into account when students are applying for jobs and when the University gives them job recommendations. The grade is based on the dialogue between the student and the internship supervisor through which the student assesses his professional development and the opportunity to further his knowledge, and states whether he has achieved his own goals, meanwhile the supervisor awards grades according to the aforesaid scale.

The student and his supervisor will provide an internship overview in a journal, while the student record book shall contain basic information about the internship (in line with the certificate of proof issued by the organization, signed and verified by the authorized person)

Making a journal entry:

Once the internship is over, each student evaluates (in the final observation) the skills and improvement achieved during the internship. It is crucial that students get diverse and useful conclusions from their internship supervisor about their work, professional advantages and shortcomings. In line with the Internship programme, students will be able to include the aforesaid description of the working assignments in their CVs as a reference when applying for a job.

Students' opinion about the completed internship and its overall organization provides the University with an insight into the training quality and provides the basis for improving and planning students' professional development. The internship programme, internship referral and internship journal are the constituent parts of the documents prepared by the University and assigned to each individual student.

Obligations of students, supervisors and university

Student

1. Participates in tasks assigned by the supervisor in accordance with the previously agreed goals.
2. Keeps internship journal regularly.
3. Treats organization's property responsibly, shows respect for the organization's employees and contributes to the university's reputation.

Supervisor/Organization

1. Appoints a contact person who will take care of the student during the internship.
2. Organizes the internship in accordance with the syllabus and the university's instructions.
3. Organizes the internship in order to enable students to apply all theoretical knowledge they previously acquired as well as to learn necessary business skills within the organization's field of work.
4. Makes sure that the internship passes without problems and verifies the accuracy of data which the student writes in the internship journal. In addition, the supervisor makes an internship evaluation for each individual student.
5. Organizes the internship within five-day working week, during regular working hours.
6. Makes sure that the internship is organized in the environment that imposes no threat to the health of either employees or students.

Professor/University

1. In cooperation with the organization, the university creates the internship programme and provides all necessary guidance and documentation.
2. Arranges the internship period with the supervisor/organization.
3. Submits the list of interns.
4. Informs students about the internship plan and programme.
5. Visits students and their supervisors and answers any questions related to the smooth running of the internship.

Signature:

Student

Internship supervisor

Professor