Appendix 6

**CERTIFICATE OF PROFESSIONAL WORK/VOLUTEERING[[1]](#footnote-1)**

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| Student’s name and surname: |  |
| Index number: |  |
| Study Programme: | English Philology BA level – academic profile  Full time/part time\*  Faculty of Philology, University of Opole, Poland |
| Year of study: 3 | Semester: 5 |
| Place of the employment/volunteering  (name of the institution, address): |  |
| Name and surname of the employer/supervisor (position at the company/years of experience) |  |
| Period of employment/volunteering |  |
| Number of working hours per week: |  |

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| **CONFIRMATION THAT**  **LEARNING OUTCOMES ASSIGNED TO THE INTERNSHIP OF THE STUDY PROGRAMME**  **ARE REACHED BY PROFESSIONAL TASKS PERFORMED BY THE STUDENT[[2]](#footnote-2)** |
| 1. KNOWLEDGE: to what extent does the student know various aspects of the functioning of the institution in practice (including the structure, internal culture, management, the most important tasks, rights and obligations of employees, relations, the incentive system, basic safety rules) in the scope corresponding to the activities student-apprentice and his specialties (k\_W09) (*m-W-2*) |
| Ad. 1. On a scale 1-2-3: which professional tasks/activities of the student reach this learning outcome: |
| 1. WORK RELATED SKILLS: to what extent does the student perform activities and activities related to his position in the practice (e.g. participation in business meetings, analyzing information from various sources, fulfilling individual, group or team tasks, using ethically and responsibly tools of communication, managing documents, translation, processing information, using ICT tools, operating devices) (k\_U07*)* (k\_U08) (k\_U09) (m-U-1) (m-U-2) |
| Ad. 2. On a scale 1-2-3: which professional tasks/activities of the student reach this learning outcome: |
| 1. COMMUNICATION SKILLS: to what extent does the student use the English language during the internship in written and oral communication in the professional context (e.g. communication with clients, phone conversations, emails, text analysis, text writing, oral presentation) (k\_U02) (k\_U04) (k\_U05) |
| Ad. 3. On a scale 1-2-3: which professional tasks/activities of the student reach this learning outcome: |
| 1. SOCIAL COMPETENCES: to what extent does the student present social competences during the Internship (e.g. setting priorities, time management during the implementation of various tasks related to professional work, critical assessment and solving problems resulting from the implementation of professional tasks, improving their position on the media services market and in entrepreneurship , compliance with the procedures and standards of the institution (k\_K01) (k\_K02) |
| Ad. 4. On a scale 1-2-3: which professional tasks/activities of the student reach this learning outcome: |
| 1. PREDISPOSITIONS AND PERSONALITY FEATURES: to what extent does the student support the achievements and prestige of the institution during the Internship, e.g. is responsible, conscious, ethical, creative, committed and active in participation in various forms of institutional life, accepts linguistic and cultural differences and recognizes them as natural professional conditions and exhibits predispositions and personality traits compatible with the assigned position) (m-K-1) (m-K-2) |
| Ad. 5. On a scale 1-2-3: which professional tasks/activities of the student reach this learning outcome: |
| OTHER COMMENTS |
|  |

……………………………………………………………. ……………………………………………………….

(place) (legible signature of the supervisor)

…………………………………………………………….

(stamp of the institution/company)

***To be completed by the Internship coordinator at the university***

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| NOTES:[[3]](#footnote-3)  **90-hour Internship passed/ failed\***  **based on the convergence of learning outcomes assigned to the Internship of the study programme of English Philology BA level – academic profile with the professional tasks and activities performed by the student as part of their professional work/volunteering\***  **Final grade** – underline accordingly:  excellent (5,0); very good (4,5); good (4,0); satisfactory (3,5); sufficient (3,0); fail (2,0).  **…………………………………………………….**  (coordinator’s signature) |
| The final grade is estimated based on **the degree of the convergence** of the learning outcomes and the tasks performed as expressed on a scale 1-3, where 1 = to a sufficient extent, 2 = to a good extent; 3 = indicated to a very good extent by the employer or volunteer supervisor and a **list of tasks/activities** that achieve a given outcome |

1. Filled in by the employer/ supervisor [↑](#footnote-ref-1)
2. **Descriptive feedback is requested - s**upported with the scale 1-3, where 1 = to a small extent, 2=to some extent; 3=to a considerable extent

   \*) delete unnecessary [↑](#footnote-ref-2)
3. To be completed by the Internship coordinator at the university

   \*) delete unnecessary [↑](#footnote-ref-3)