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| 1. Student’s full name: |
| 1. Speciality, year of studies, semester: |
| 1. Dates of the Internship:   from …………………….…..……. to …………….……………. : |
| 1. Full name of the institution/company |
| 1. Full name of the supervisor in the institution/company and their position: |
| 1. Supervisor’s work experience, education level (*optional)*: |
| 1. Total hours of internship: |
| **DETAILED OPINION ABOUT THE STUDENT[[1]](#footnote-1)** |
| 1. KNOWLEDGE: to what extent did the student learn about different aspects of institution/company functioning (including structure of the institution and company culture, management and employees’ duties and rights, interpersonal relations, system of evaluating and motivating, safety issues) relevant to the scope of the professional activity appropriate for their position in the institution/company and their speciality (k-W-8) (s-W-2) |
| Ad. 1. (on a scale 1-2-3) |
| 1. WORK RELATED SKILLS: how effectively could the student use the knowledge in all activities performed at the institution/company (e.g. taking part in business meetings, conscious use of the Internet resources of the institution, dealing with administration issues, keeping records, translating documents, processing information from various sources, managing technical equipment, etc.) (k-U-1) (k-U-9) (s-U-1) |
| Ad. 2 (on a scale 1-2-3) |
| 1. COMMUNICATION SKILLS: how effectively could the student communicate in English with the use of specialized terminology with different members of institutional environment (staff, customers, partners), using different channels of communication (personal and on-line meetings, e-mails, presentations) (k-U-4) (s-U-1) (s-U-2) |
| Ad. 3 (on a scale 1-2-3) |
| 1. SOCIAL COMPETENCES: to what extent was the student ready to perform individual and group tasks in a responsible and ethical way, could set priorities, goals and relevant tasks in order to perform their duties, followed work related procedures , kept standards, managed time, etc. (k-K-3) (s-K-1) (s-K-2) |
| Ad. 4 (on a scale 1-2-3) |
| 1. PREDISPOSITIONS AND PERSONALITY FEATURES: to what extent was the student ready to contribute in a positive way to the achievements and prestige of the institution/company through responsible, well-informed, ethical, creative behaviour with awareness of cultural diversity, and showed predisposition and personality features compatible with their work position in the institution/company (k-K-5) (s-K-1) (s-K-2) |
| Ad. 5 (on a scale 1-2-3) |
| OTHER COMMENTS |
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| **Final grade**  use the scale – underline accordingly:  excellent (5,0); very good (4,5); good (4,0);; satisfactory (3,5); sufficient (3,0); fail (2,0). |

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

(place) (legible signature of the supervisor)

…………………………………………………………….

(seal of the institution.company)

1. Descriptive feedback supported with the scale 1-3, where 1 = to a small extent, 2=to some extent; 3=to a considerable extent, is required [↑](#footnote-ref-1)