PANEVĖŽYS UNIVERSITY OF APPLIED SCIENCES

FACULTY OF XXXXX SCIENCES

**STUDENT’S INTERNSHIP REPORT**

**PRACTICE PLACE AND DURATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student’s first name** |  | **Surname** |  | **Acad. group** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Study program |  | | | | | |
| Internship place |  | | | | | |
| Internship duration |  | | | | | |
| Head of host organization | |  | | | | |
| Internship supervising tutor | | |  | | | |
|  | | | |  | (*name, surname, signature*) |

**INTERNSHIP PERIOD IN HOST ORGANIZATION**

|  |  |
| --- | --- |
|  | Signature of the internship mentor and organization stamp |
| 1. Arrived at internship place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 2. Left internship place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**INDIVIDUAL INTERNSHIP TASK**

|  |
| --- |
| Individual task is written on a separate sheet (Annex 1).  After completing an individual task, the student prepares a report, illustrated by tables and diagrams. The individual task is presented along with the internship report. |

**INTERNSHIP CONTENT**

|  |  |  |
| --- | --- | --- |
| **Date** | **Workplace** | **Internship description** |
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|  |  | Confirmed by...................................................................  (Signature of the head of host organization) |

**STUDENT’S INTERNSHIP ASSESSMENT**

**(filled in by the** Internship mentor **of the institution/company)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| 1. | Attitude to work (interest in work, initiative, performance, regularity, discipline, etc.) | | | |
| 2. | Shortcoming of theoretical training revealed during internship | | | |
| 3. | The quality of the work done and the student's self-support during the internship | | | |
| 4. | Missed internship days - | | | |
| 5. | Notes about internship | | | |
| 6. | Assessment (mark) |  | Assessment date | .......................... |
| **Name, surname, signature of the internship mentor of the institution/company** | | | | |

**STUDENT INTERNSHIP ASSESSMENT IN FACULTY**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Internship report defence |  | | |
| Internship report assessment |  | | |
| Final internship assessment |  | | |
| Name, surname and signature of Faculty internship supervisor in | ................................. | Assessment date | .......................... |

**Internship** – the integral part of the study process, designed to develop student's practical work skills.

**Internship in the institution/company** – the part of the study process in which students, according to the requirements of the study program, participate in practical training in institutions/companies.

**1. Students are led** by the specialists of the institution/company/College, having completed relevant studies in the field, having at least 3 years of practical work experience in terms of their acquired qualifications and able to lead student internship. The internship mentor in the institution/company organizes the student's work in a specific internship place, provides the student with the opportunity to gain practical work experience, develops student autonomy, responsibility and activity. Controls student’s discipline, the quality of his actions. Collaborates with the internship supervisor in the College and an internship supervising tutor, with the opportunity to participate in the meetings of the Faculty and Study Program Committee, discussing the internship programs, assessment results, student discipline and other issues related to internship.

**2. Student must:**

* having arrived at the internship place provide the institution/company administration with the individual assignment for internship, tripartite agreement, student's internship description;
* carry out all the institution/company/College assignments related to the internship program, actively engage in the activities of the institution/company/College;
* start and finish the internship at the specified time;
* comply with the institution/company internal rules and work discipline;
* in the internship description write down all the work done in the chronological order;
* after internship, present documents to the internship supervising tutor: internship report, student's internship description.

**3. The internship mentor** in the institution/company's assesses the student's practical abilities and skills acquired during the internship.

**Appendix**

**INDIVIDUAL INTERNSHIP TASK**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of the internship |  | | |
| Student first name,  surname |  | Academic group |  |

|  |
| --- |
| **Task** |
| **Report form** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Internship supervising tutor |  |  |  |  |
|  | Name, surname |  | Signature and date | |

**Internship is not approved if the student does not submit a well-organized internship description and report!**