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*Official Company Stamp*

**STUDENT INTERNSHIP REPORT**

**Czestochowa University of Technology**

**Faculty of Management**

field of study: **Design and project management**

type of studies: full-time course/ part-time course\*

type of studies: I / II cycle studies\*

Student's full name .....

Academic year .....

Semester .....

Specialty .....

Venue of student internship .....

Period of student internship .....

**Schedule of the completed student internship**

<b>No.</b>	<b>Topic</b>

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\* delete as applicable

## Learning outcomes (LO) of the student internship

**LO 1** - The student learns the specificity of work in a specific position, the way of work organization, describes in detail the functioning of the organizational structure and the basic economic processes taking place in the enterprise.

**LO 2** - The student is able to use the theoretical knowledge and skills acquired during the study in the business practice of the enterprise.

**LO 3** - The student is able to communicate and work efficiently in a team.

**LO 4** - Student identifies, analyzes and solves problems related to project management in the enterprise.

**Table 1. Matrix of assessment of education outcomes of student internship**

Outcomes	For grade 2	For grade 3	For grade 4	For grade 5
Outcome 1	The student does not know the specifics of work in a specific position, how to organize work, cannot describe the functioning of the organizational structure and basic economic processes taking place in the enterprise.	The student knows the specifics of work in a specific position and how to organize work, cannot describe the functioning of the organizational structure and basic economic processes taking place in the enterprise.	The student knows the specifics of work in a specific position and how to organize work, describes the functioning of the organizational structure, cannot describe the basic economic processes taking place in the enterprise.	The student knows the specifics of work in a specific position and how to organize work, describes in detail the functioning of the organizational structure and basic economic processes taking place in the enterprise.
Outcome 2	The student is not able to use the theoretical knowledge and skills acquired during the study in the business practice of the enterprise.	The student is able to use the theoretical knowledge acquired during the studies to a very limited extent, he is not able to use the acquired skills in the business practice of the enterprise.	The student is able to use the theoretical knowledge and some skills acquired during the course of business in the business practice of the enterprise.	The student is able to use the theoretical knowledge and skills acquired during the study in the business practice of the enterprise, properly performing the assigned tasks in the workplace at the given position.
Outcome 3	The student does not have the ability to communicate, passive or active - she/he does not understand the transmitted commands, he is not able to pass information to others; cannot work as a team.	The student has the ability to passive communication - understands the instructions given and correctly executes them, but cannot pass them on to others; has difficulties working in a team.	The student has the ability to passive and active communication - understands the instructions, correctly executes them and is able to pass them on to other team members; can work as a team.	The student has a very good ability to passive and active communication - understands the instructions given, executes them correctly and can pass them on to other team members, can present the issue in a clear and transparent way; has the ability to organize teamwork and be an active member of the team.
Outcome 4	The student cannot identify, analyze and solve problems related to project management in the enterprise.	Student identifies problems related to project management in the enterprise.	Student identifies and analyzes problems related to project management in the enterprise.	Student identifies, analyzes and solves problems related to project management in the enterprise.

## Evaluation of student internship

1. Basic information on the company/institution

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2. Business profile of the company/institution

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3. Assessment of the implementation of education outcomes of student internship by the Matrix of assessment of education outcomes of student internship (*by the Company's Internship Supervisor*)

	ASSESSMENT
<b>Outcome 1</b>	
<b>Outcome 2</b>	
<b>Outcome 3</b>	
<b>Outcome 4</b>	
<b>Final evaluation</b>	

*The Company's Internship Supervisor's Opinion on the Student*

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Internship credited successfully  
by the Company's Internship Supervisor

Internship credited successfully  
by the Course Internship Supervisor

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*Date*                      *Signature (Stamp)*

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*Date*                      *Signature*