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*Official Company Stamp*

**STUDENT INTERNSHIP REPORT**

**Czestochowa University of Technology
Faculty of Management**field of study: **Logistics**
type of studies: full-time course/ part-time course\*

type of studies: full-time/ part-time studies\* I / II cycle studies**\***

[[1]](#footnote-1)\*

Student’s full name …………………………………………………
Academic year …………………………………………………
Semester …………………………………………………
Specialty …………………………………………………
Venue of student internship …………………………………………
Period of student internship …………………………………………

**Schedule of the completed student internship**

|  |  |
| --- | --- |
| No. | Topic |
|  |   |

**Education outcomes (EO) of student internship**

EO 1 – The student learns the specificity of work at a particular post, the way of work organization, describes the functioning of the organizational structure in detail and basic economic processes taking place in the company. EO 2 – The student can use theoretical knowledge and skills acquired in the course of studies in the business practice of the company.
EO 3 – The student acquires skills to communicate efficiently and work in a team.
EO 4 – The student identifies, analyzes and solves problems related to logistic processes.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **For grade 2**  | **For grade 3** | **For grade 4**  | **For grade 5**  |
| **Outcome 1** | The student does not know the specificity of work at a particular post, the way of work organization, they cannot describe the functioning of the organizational structure in detail or basic economic processes taking place in the company. | The student knows the specificity of work at a particular post and the way of work organization, they cannot describe the functioning of the organizational structure or basic economic processes taking place in the company.  | The student knows the specificity of work at a particular post and the way of work organization, describes the functioning of the organizational structure but they cannot describe basic economic processes taking place in the company.  | The student knows the specificity of work at a particular post and the way of work organization, describes the functioning of the organizational structure in detail and basic economic processes taking place in the company.  |
| **Outcome 2** | The student cannot use theoretical knowledge and skills acquired in the course of studies in the business practice of the company. | The student can use theoretical knowledge acquired in the course of studies to a very limited extent, they cannot use skills acquired in the business practice of the company. | The student can use theoretical knowledge acquired in the course of studies and some skills in the business practice of the company. | The student can use theoretical knowledge and skills acquired in the course of studies in the business practice of the company, properly performing tasks entrusted in the workplace at a particular post. |
| **Outcome 3** | The student does not have skills to communicate either in a passive or active way – they do not understand commands given, they cannot pass on information to others; they cannot work in a team.  | The student has skills to communicate in a passive way – they understand commands given and obey them correctly, however they cannot pass them on to others; they have difficulty in working in a team.  | The student has skills to communicate in a passive and active way – they understand commands given, obey them correctly and are able to pass them on to other team members, they can work in a team. | The student has very good skills to communicate in a passive and active way – they understand commands given, obey them correctly and are able to pass them on to other team members, they can present issues in a clear and transparent way; they have skills to organize team work and be active members. |
| **Outcome 4**  | The student cannot identify, analyze or solve problems related to the implementation of logistic tasks by the transports, supply and distribution departments. | The student identifies problems related to the implementation of logistic tasks by the transports, supply and distribution departments. | The student identifies and analyzes problems related to the implementation of logistics tasks by the transports, supply and distribution departments. | The student identifies, analyzes and solves problems related to the implementation of logistics tasks by the the departments of transports, procurement and distribution. |

**Evaluation of student internship**

1. Basic information on the company/institution ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
2. Business profile of the company/institution

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1. 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** |
| **Outcome 1** |  |
| **Outcome 2** |  |
| **Outcome 3** |  |
| **Outcome 4** |  |
| **Final evaluation** |  |

The Company’s Internship Supervisor’s Opinion on the Student
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Internship credited successfully Internship credited successfully

by the Company’s Internship Supervisor by the Course Internship Supervisor

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*Date Signature (Stamp) Date Signature*

1. \*delete as applicable [↑](#footnote-ref-1)