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*Official Company Stamp*

**STUDENT INTERNSHIP REPORT**

**Czestochowa University of Technology
Faculty of Management**field of study: **Quality and Production Management**
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 |
|  |   |

**Learning outcomes (LO) of student internship**

LO 1 – The student knows the specifics of work on a particular work position, the way of work organization, describes 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 that he learned in the business practice of the enterprise.

LO 3 – The student acquires the skills of effective communication and teamwork.

LO 4 – The student identifies, analyses and solves problems related to the management of human, material and financial resources in the production processes.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **For grade 2**  | **For grade 3** | **For grade 4**  | **For grade 5**  |
| **LO 1** | The student does not know the specifics of work on a particular work position, the way of work organization, does not describe the functioning of the organizational structure and the basic economic processes taking place in the enterprise. | The student knows the specifics of work on a particular work position, the way of work organization, but does not know how to describe the functioning of the organizational structure and the basic economic processes taking place in the enterprise. | The student knows the specifics of work on a particular work position, the way of work organization, describes only elements about the functioning of the organizational structure and the basic economic processes taking place in the enterprise. | The student knows the specifics of work on a particular work position, the way of work organization, describes the functioning of the organizational structure and the basic economic processes taking place in the enterprise. |
| **LO 2** | The student is not able to use the theoretical knowledge and skills that he learned in the business practice of the enterprise. | The student is able to use the theoretical knowledge and skills that he learned in the business practice of the enterprise but only to a limited extent. | The student is able to use the theoretical knowledge and some skills that he learned in the business practice of the enterprise. | The student is able to use the theoretical knowledge and skills that he learned in the business practice of the enterprise. |
| **LO 3** | The student does not acquire the skills of effective communication and teamwork. | The student has passive skills of communication - understands the commands given and correctly executes them, but cannot pass them to others; has difficulty working in a team.  | The student has passive and active skills of communication - understands the commands given and correctly executes them, can pass them to others; knows how to work in a team. | The student acquires the skills of effective communication and teamwork. |
| **LO 4**  | The student does not identify, analyses and solves problems related to the management of human, material and financial resources in the production processes. | The student identifies problems related to the management of human, material and financial resources in the production processes. | The student identifies and analyses problems related to the management of human, material and financial resources in the production processes. | The student identifies, analyses and solves problems related to the management of human, material and financial resources in the production processes. |

**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 learning 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 (University)

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*Date Signature (Stamp) Date Signature*

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