

INTERNSHIP LOGBOOK

Academic Year ……...../………….

IDENTIFICATION SHEET

Student

Faculty

Study programme

Year

Internship period

Internship officer

Director of department

Host institution

Internship coordinator

from the host institution

STUDENT TRAINEE’S ACTIVITY

DESCRIPTION OF THE HOST INSTITUTION

D A I L Y A C T I V I T I E S

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Day 1* | *Day .2* | *Day 3* |
| Date |  |  |  |
| Time frame |  |  |  |
| Venue |  |  |  |
| Activities |  |  |  |
| Equipment used |  |  |  |
| Practiced skills |  |  |  |
| Personal observations (acquired expertise, attitudes/ values, ethical considerations, etc.) |  |  |  |

D A I L Y A C T I V I T I E S

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Day 4* | *Day 5* | *Day 6* |
| Date |  |  |  |
| Time frame |  |  |  |
| Venue |  |  |  |
| Activities |  |  |  |
| Equipment used |  |  |  |
| Practiced skills |  |  |  |
| Personal observations (acquired expertise, attitudes/ values, ethical considerations, etc.) |  |  |  |

D A I L Y A C T I V I T I E S

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Day 7* | *Day 8* | *Day 9* |
| Date |  |  |  |
| Time frame |  |  |  |
| Venue |  |  |  |
| Activities |  |  |  |
| Equipment used |  |  |  |
| Practiced skills |  |  |  |
| Personal observations (acquired expertise, attitudes/ values, ethical considerations, etc.) |  |  |  |

D A I L Y A C T I V I T I E S

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Day 10* | *Day 11* | *Day 12* |
| Date |  |  |  |
| Time frame |  |  |  |
| Venue |  |  |  |
| Activities |  |  |  |
| Equipment used |  |  |  |
| Practiced skills |  |  |  |
| Personal observations (acquired expertise, attitudes/ values, ethical considerations, etc.) |  |  |  |

D A I L Y A C T I V I T I E S

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Day 13* | *Day 14* | *Day 15* |
| Date |  |  |  |
| Time frame |  |  |  |
| Venue |  |  |  |
| Activities |  |  |  |
| Equipment used |  |  |  |
| Practiced skills |  |  |  |
| Personal observations (acquired expertise, attitudes/ values, ethical considerations, etc.) |  |  |  |

# THE INTERNSHIP COORDINATOR’S ACTIVITY

# MONITORING SHEET

*(specific document to the students in the* International Business, Management, Business Administration *study programmes)*

*Based on his/her daily monitoring the student, the internship coordinator assesses the student’s skills/ competencies, checking the appropriate box.*

|  |  |  |  |
| --- | --- | --- | --- |
| SKILLS/ COMPETENCIES | Beginner | Intermediate | Advanced |
| specific skills | | | |
| S/he correctly identifies the roles and responsibilities in a multi-specialised team |  |  |  |
| S/he applies efficient networking and work techniques within the team |  |  |  |
| S/he identifies continuing learning opportunities |  |  |  |
| S/he efficiently capitalises on the learning resources and techniques for his/her own development |  |  |  |
| S/he is accustomed to a public or private organization’s activity |  |  |  |
| S/he understands how the analysed organization is structured and operates |  |  |  |
| S/he accurately identifies the main characteristics of the analysed organization and of the department where the internship takes place |  |  |  |
| S/he understands the content of the main documents and their flow within the organization |  |  |  |
| S/he performs concrete, low-complexity tasks in the organization’s current activity under an employee’s direct coordination |  |  |  |
| S/he knows how to apply the theoretical knowledge in order to solve the organization’s concrete problems, by achieving an applicative work related to part of the host organization's activity |  |  |  |
| GENERAL SKILLS | | | |
| S/he knows the company’s main activities and products |  |  |  |
| S/he communicates appropriately with the colleagues, employees, tutor |  |  |  |

Internship coordinator’s surname and forename:

Date: Signature,

# THE INTERNSHIP COORDINATOR’S ACTIVITY

# MONITORING SHEET

*(specific document to the students in the* Marketing, Economy of Trade, Tourism and Services *study programmes)*

*Based on his/her daily monitoring the student, the internship coordinator assesses the student’s skills/ competencies, checking the appropriate box.*

|  |  |  |  |
| --- | --- | --- | --- |
| SKILLS/ COMPETENCIES | Beginner | Intermediate | Advanced |
| specific skills | | | |
| S/he applies the principles, norms and values of professional ethics to his/her own rigorous, efficient and responsible work strategy |  |  |  |
| S/he correctly identifies the roles and responsibilities in a multi-specialised team |  |  |  |
| S/he applies efficient networking and work techniques within the team |  |  |  |
| S/he identifies continuing learning opportunities |  |  |  |
| S/he efficiently capitalises on the learning resources and techniques for his/her own development |  |  |  |
| S/he is accustomed to a public or private organization’s activity |  |  |  |
| S/he understands how the analysed organization is structured and operates |  |  |  |
| S/he accurately identifies the main characteristics of the analysed organization and of the department where the internship takes place |  |  |  |
| S/he understands the content of the main documents and their flow within the organization |  |  |  |
| S/he performs concrete, low-complexity tasks in the organization’s current activity under an employee’s direct coordination |  |  |  |
| S/he knows how to apply the theoretical knowledge in order to solve the organization’s concrete problems, by achieving an applicative work related to a part of the host organization’s activity |  |  |  |
| GENERAL SKILLS | | | |
| S/he knows the company’s main activities and products |  |  |  |
| S/he communicates appropriately with the colleagues, employees, tutor |  |  |  |

Internship coordinator’s surname and forename:

Date: Signature,

# THE INTERNSHIP COORDINATOR’S ACTIVITY

# MONITORING SHEET

*(specific document to the students in the* Accountancy and Management Informatics *study programme)*

*Based on his/her daily monitoring the student, the internship coordinator assesses the student’s skills/ competencies, checking the appropriate box.*

|  |  |  |  |
| --- | --- | --- | --- |
| SKILLS/ COMPETENCIES E | Beginner | Intermediate | Advanced |
| specific skills | | | |
| S/he identifies and records economic operations in the accounts of entities |  |  |  |
| S/he adequately applies the concepts, procedures and methods used in the entity’s accounts in order to record the economic operations |  |  |  |
| S/he knows how to assess the procedures and techniques applicable in recording economic accounting operations |  |  |  |
| S/he develops a procedure for the analysis, evaluation and recording of the accounting-related economic operations |  |  |  |
| S/he drafts an accounting monograph, including the trial balance |  |  |  |
| S/he is accustomed to an entity’s activity |  |  |  |
| S/he understands how the analysed entity is structured and operates |  |  |  |
| S/he accurately identifies the main characteristics of the analysed entity and of the department where the internship takes place |  |  |  |
| S/he understands the content of the main documents and their flow within the entity |  |  |  |
| S/he performs concrete, low-complexity tasks in the entity’s current activity under an employee’s direct coordination |  |  |  |
| S/he knows how to apply the theoretical knowledge in order to solve concrete problems, by achieving an applicative work related to part of the host entity’s activity |  |  |  |
| GENERAL SKILLS | | | |
| S/he knows the entity’s main activities and products |  |  |  |
| S/he communicates appropriately with the colleagues, employees, tutor |  |  |  |

Internship coordinator’s surname and forename:

Date: Signature,

# THE INTERNSHIP COORDINATOR’S ACTIVITY

# MONITORING SHEET

*(specific document to the students in the* Finance and Banking *study programme)*

*Based on his/her daily monitoring the student, the internship coordinator assesses the student’s skills/ competencies, checking the appropriate box.*

|  |  |  |  |
| --- | --- | --- | --- |
| SKILLS/ COMPETENCIES | Beginner | Intermediate | Advanced |
| specific skills | | | |
| S/he knows how to collect, analyse and interpret data and information related to economic-financial problems |  |  |  |
| S/he knows how to perform economic-financial works within private and public entities/organizations |  |  |  |
| S/he knows how to perform financial operations and transactions specific to private and public entities/ organizations |  |  |  |
| S/he is accustomed to a public or private organization’s activity |  |  |  |
| S/he understands how the analysed organization is structured and operates |  |  |  |
| S/he accurately identifies the main characteristics of the analysed organization and of the department where the internship takes place |  |  |  |
| S/he understands the content of the main documents and their flow within the organization |  |  |  |
| S/he performs concrete, low-complexity tasks in the organization’s current activity under an employee’s direct coordination |  |  |  |
| S/he knows how to apply the theoretical knowledge in order to solve the organization’s concrete problems, by achieving an applicative work related to part of the host organization’s activity |  |  |  |
| GENERAL SKILLS | | | |
| S/he knows the company’s main activities and products |  |  |  |
| S/he communicates appropriately with the colleagues, employees, tutor |  |  |  |

Internship coordinator’s surname and forename:

Date: Signature,

# THE INTERNSHIP COORDINATOR'S ACTIVITY

# MONITORING SHEET

*(document specific to the students in the* Economic Informatics *study programme)*

*Based on his/her daily monitoring the student, the internship coordinator assesses the student’s skills/ competencies, checking the appropriate box.*

|  |  |  |  |
| --- | --- | --- | --- |
| SKILLS/ COMPETENCIES | Beginner | Intermediate | Advanced |
| specific skills | | | |
| S/he applies the principles, norms and values of professional ethics to his/her own rigorous, efficient and responsible work strategy |  |  |  |
| S/he is accustomed to a public or private organization’s activity |  |  |  |
| S/he understands how the analysed organization is structured and operates |  |  |  |
| S/he accurately identifies the main characteristics of the analysed organization and of the department where the internship takes place |  |  |  |
| S/he understands the content of the main documents and their flow within the organization |  |  |  |
| S/he knows how to use various specific methods and techniques for the analysis, design, development and implementation of economic IT systems |  |  |  |
| S/he performs concrete, low-complexity tasks in the organization’s current activity under an employee’s direct coordination |  |  |  |
| S/he knows how to apply the theoretical knowledge in order to solve the organization’s concrete problems, by achieving an applicative work related to part of the host organization’s activity (software products for database management, economic applications by means of the new IT technologies) |  |  |  |
| GENERAL SKILLS | | | |
| S/he knows the company’s main activities and products |  |  |  |
| S/he communicates appropriately with the colleagues, employees, tutor |  |  |  |

Internship coordinator’s surname and forename:

Date: Signature,

GENERAL ANALYSIS OF THE STUDENT'S INTERNSHIP ACTIVITY

The internship coordinator evaluates the student’s performance throughout this period, making a global analysis for:

The quality of the student’s work during the internship (skills consistent with the course outline):

Communication and teamwork capabilities:

Learning, self-regulation and autonomy capabilities:

Suggested grade

Internship coordinator’s surname and forename:

Date: Signature,

