

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

*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 understands task sequencing |  |  |  |
| S/he displays documentation skills |  |  |  |
| S/he properly relates to the theoretical knowledge/ applies the theoretical knowledge |  |  |  |
| S/he selects and uses the appropriate (mechanical, electric, electronic) tools |  |  |  |
| S/he makes measurements and calculations |  |  |  |
| S/he correctly notes and records technical data |  |  |  |
| S/he accurately uses graphic plans and charts |  |  |  |
| S/he properly uses specific techniques and technologies |  |  |  |
| S/he describes the safety features and functions of the equipment |  |  |  |
| S/he manually assembles products/ equipment |  |  |  |
| S/he mechanically (electrically) assembles products/equipment |  |  |  |
| S/he designs/ develops products, subsystems or processes |  |  |  |
| S/he tests products/ processes/ subsystems |  |  |  |
| GENERAL SKILLS | | | |
| S/he knows the company’s main activities and products |  |  |  |
| S/he communicates appropriately with the colleagues, employees, tutor |  |  |  |
| S/he communicates appropriately with the clients (when appropriate) |  |  |  |
| S/he displays reflection and self-analysis skills |  |  |  |
| S/he has an ethical conduct |  |  |  |
| S/he adequately relates to the organizational culture and wider context of companies |  |  |  |
| S/he analyses the learning experiences and relates them to the career opportunities |  |  |  |
|  |  |  |  |

Internship coordinator’s surname and forename:

Date: Signature,

GENERAL ANALYSIS OF THE STUDENT'S INTERNSHIP ACTIVITY

The internship coordinator assesses 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,

