Tischner European University

Department: **Faculty of Social Sciences and Humanities**

Faculty: **Advertising graphics and multimedia**

Specialization:……………………………………………………………………………………………………………

**INTERNSHIP BOOK**

**……………………………………….....**

Name and surname of the student

**……………………..**

Index number

Stamp

..............................................................

 Dean’s signature

Recording internship in the internship book

* Exact commencing and finishing dates of the internship: day; month; year.
* Exact number of internship hours.
* Exact description of the tasks performed each month with examples of activities/projects realized, emphasizing the profile and specialization of the student.
* Each section separated with a horizontal line needs to be filled in with the tasks performed during the internship. For each of the tasks described the student marks which of the Educational Effects (EFEKTY UCZENIA SIĘ – EU) were realized within the task. For each section the student marks at least one Educational Effect, bearing in mind that all ten EU have to be realized in the course of the internship. The guidance for the choice of the EU provides the form with all EU described.
* Each page of internship monthly record has to be confirmed by the company’s stamp (with the contact data) and the signature of the authorized person.

|  |  |
| --- | --- |
| EU1 | **READY TO LEARN**Trainee/Intern is able to learn on his/her own to the extent required for the workplace |
| EU2 | **INDEPENDENCE**Trainee/Intern observes and performs given tasks typical for working practices in the areas of marketing, promotion, graphic design and multimedia |
| EU3 | **ORGANIZATION OF WORK**Trainee/Intern manages his time well and plans his/her tasks accordingly |
| EU4 | **COOPERATION**Trainee/Intern communicates clearly and skillfully works in a team |
| EU5 | **INITIATIVE**Trainee/Intern proposes independent solutions to specific problems |

Full name of the institution where the internship was served

|  |  |
| --- | --- |
| …………………………………………….. | …………………………………. |
| The start and end dates of the internship(M/D/Y – M/D/Y)\*\* M – month, D – day, Y – year | The number of hours served |

**MONTHLY INTERNSHIP BOOK**

|  |  |
| --- | --- |
| Description of the performed activities  | Educational Effects |
|  | EU1  |
|  | EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  | EU1  |
|  | EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  |  |
|  | EU1EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  | EU1EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |

.......................................................................

Signature and stamp of the Institution’s Coordinator

Full name of the institution where the internship was served

|  |  |
| --- | --- |
| …………………………………………….. | …………………………………. |
| The start and end dates of the internship(M/D/Y – M/D/Y)\*\* M – month, D – day, Y – year | The number of hours served |

**MONTHLY INTERNSHIP BOOK**

|  |  |
| --- | --- |
| Description of the performed activities  | Educational Effects |
|  | EU1  |
|  | EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  | EU1  |
|  | EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  |  |
|  | EU1EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  | EU1EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |

.......................................................................

Signature and stamp of the Institution’s Coordinator

Full name of the institution where the internship was served

|  |  |
| --- | --- |
| …………………………………………….. | …………………………………. |
| The start and end dates of the internship(M/D/Y – M/D/Y)\*\* M – month, D – day, Y – year | The number of hours served |

**MONTHLY INTERNSHIP BOOK**

|  |  |
| --- | --- |
| Description of the performed activities  | Educational Effects |
|  | EU1  |
|  | EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  | EU1  |
|  | EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  |  |
|  | EU1EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  | EU1EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |

.......................................................................

Signature and stamp of the Institution’s Coordinator

Full name of the institution where the internship was served

|  |  |
| --- | --- |
| …………………………………………….. | …………………………………. |
| The start and end dates of the internship(M/D/Y – M/D/Y)\*\* M – month, D – day, Y – year | The number of hours served |

**MONTHLY INTERNSHIP BOOK**

|  |  |
| --- | --- |
| Description of the performed activities  | Educational Effects |
|  | EU1  |
|  | EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  | EU1  |
|  | EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  |  |
|  | EU1EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  | EU1EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |

.......................................................................

Signature and stamp of the Institution’s Coordinator

Full name of the institution where the internship was served

|  |  |
| --- | --- |
| …………………………………………….. | …………………………………. |
| The start and end dates of the internship(M/D/Y – M/D/Y)\*\* M – month, D – day, Y – year | The number of hours served |

**MONTHLY INTERNSHIP BOOK**

|  |  |
| --- | --- |
| Description of the performed activities  | Educational Effects |
|  | EU1  |
|  | EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  | EU1  |
|  | EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  |  |
|  | EU1EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  | EU1EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |

.......................................................................

Signature and stamp of the Institution’s Coordinator

Full name of the institution where the internship was served

|  |  |
| --- | --- |
| …………………………………………….. | …………………………………. |
| The start and end dates of the internship(M/D/Y – M/D/Y)\*\* M – month, D – day, Y – year | The number of hours served |

**MONTHLY INTERNSHIP BOOK**

|  |  |
| --- | --- |
| Description of the performed activities  | Educational Effects |
|  | EU1  |
|  | EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  | EU1  |
|  | EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  |  |
|  | EU1EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |
|  | EU1EU2  |
|  | EU3  |
|  | EU4  |
|  | EU5  |

.......................................................................

Signature and stamp of the Institution’s Coordinator