 **Faculty of Philology**

Collegium Maius

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INTERNSHIP EVALUATION FORM

English Philology – PRACTICAL PROFILE, BA studies

|  |  |
| --- | --- |
| 1. Student’s full name: | |
| 1. Year of studies, semester: | |
| 1. Dates of the Internship:   from …………………….…..……. to …………….……………. : | |
| 1. Full name of the institution/company | |
| 1. Full name of the supervisor in the institution/company and their position: | |
| 1. Supervisor’s work experience, education level (*optional)*: | |
| 1. Total hours of internship: | |
| **DETAILED OPINION ABOUT THE STUDENT [[1]](#footnote-1)** | |
| Description of learning outcomes | Descriptive feedback |
| KNOWLEDGE | |
| To what extent demonstrates the ordered knowledge of selected concepts in economy, project management, change management, international commerce, commercial law, internationalisation processes, logistics and supply chain management, or relations in business, among other aspects of business theory (m-W-1) | On a scale 1-2-3 |
| To what extent demonstrates the basic knowledge of selected IT tools and IT systems in business (m-W-2, k\_W03, P6S\_WG) | On a scale 1-2-3 |
| To what extent demonstrates the basic knowledge of business, legal, social, economic, or political institutions and their role in business world (m-W-3) | On a scale 1-2-3 |
| WORK RELATED SKILLS | |
| To what extent can search for, analyze, select and use information on business topics utilizing various sources and draw valid conclusions (m-U-1) | On a scale 1-2-3 |
| To what extent can utilise IT resources to conduct business tasks (m-U-2) | On a scale 1-2-3 |
| To what extent can solve problems related to business  (m-U-3) | On a scale 1-2-3 |
| To what extent can build valuable relations in the business context with the use of verbal and non-verbal means of communication (m-U-5) | On a scale 1-2-3 |
| COMMUNICATION SKILLS | |
| To what extent can use the English language at C1 level in writing and speaking with relative fluency, accuracy and communication efficiency in a wide range of business topics (m-U-4, k\_U06, P6S\_UK) | On a scale 1-2-3 |
| SOCIAL COMPETENCES | |
| To what extent can prioritise implementation of goals and tasks designated by others  (m-K-1, k\_K01, P6S\_KK) | On a scale 1-2-3 |
| To what extent can assume various professional roles in the context of business and comply with the rules of professional ethics  (m-K-4) | On a scale 1-2-3 |
| PREDISPOSITIONS AND PERSONALITY FEATURES | |
| To what extent can shape their own views on business theories and practices on the basis of gained general and detailed knowledge (m-K-2) | On a scale 1-2-3 |
| To what extent can think and act in an enterprising way (m-K-3) | On a scale 1-2-3 |
| OTHER COMMENTS | |
|  | |
| **Final grade**  use the scale – underline accordingly:  excellent (5,0); very good (4,5); good (4,0);; satisfactory (3,5); sufficient (3,0); fail (2,0). | |

(place) (legible signature of the supervisor)

(seal of the institution.company)

1. Descriptive feedback supported with the scale 1-3, where 1 = to a small extent, 2=to some extent; 3=to a considerable extent, is required [↑](#footnote-ref-1)