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| --- |
| 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[[2]](#footnote-2)**  |
| **KNOWLEDGE** |
| to what extent did the student learn about corporate culture and international cultural differences, and their impact on the organisation and functioning of the company they had internships at and how English is used in the business environment (k-W-1) (k-W-8) (s-W-1) (s-W-2) | On a scale 1-2-3 |
| **WORK RELATED SKILLS** |
| to what extent could the student the student perform various work related tasks e.g.: select, critically analyse and use information in business documents and correspondence to prepare, write and send business offers and trade proposals by post and/or electronically (ICT). (k-U-1) (s-U-1) | On a scale 1-2-3 |
| to what extent did the student plan and organise their own work to categorise, organise and archive office documents (k-U-7) (s-U-1) | On a scale 1-2-3 |
| **COMMUNICATION SKILL**S |
| to what extent did the student apply the lexical-grammatical and stylistic rules of the business English language to compose emails and letters, prepare and write reports, in-company memos or circular letters. (k-U-1) (s-U-2)  | On a scale 1-2-3 |
| to what extent did the student take part in debates and discussions on a wide range of business topics when working with and meeting members of their project teams (k-U-5) (s-U-2)  | On a scale 1-2-3 |
| to what extent did the student use English as a foreign language at the level of at least C1 in their telephone or face to face conversation with clients, customers and suppliers. (k-U-6) (s-U-2) | On a scale 1-2-3 |
| **SOCIAL COMPETENCES** |
| to what extent did the student exercise their professional roles and comply with office/work rules when performing duties and completing tasks given by their supervisors (k-K-3) (s-K-1) | On a scale 1-2-3 |
| to what extent did the student assess the knowledge gained in academic courses, collated it with office/work practice and shaped their own views concerning their professional development(k-K-1) (s-K-2) | On a scale 1-2-3 |
| **PREDISPOSITIONS AND PERSONALITY FEATURES** |
| to what extent did the student show predispositions and personality features compatible with their work position in the company | 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)
2. The Internship supervisor is asked to write a few words of comment regarding each aspect. [↑](#footnote-ref-2)