

MoDE Internship / Previous Employment Report¹

Name of the student:	
Year of studies:	
Place of internship or employment:	
Internship dates and duration:	
Name, address, e-mail and telephone number of the company ² :	
Name of the student's supervisor at the company:	

Opinion about the student

To be filled out by the student's supervisor.

Student _____ did his/her internship from _____ to _____
(student's name and surname) (dd/mm/yyyy) (dd/mm/yyyy)

under the supervision of _____
(name and surname of the immediate supervisor)

at the position of _____
(name of the student's position within company)

and reached all the designed internship aims³.

¹ The form may be used to report on internship undertaken in the course of studying or on previous, relevant employment, undertaken no longer than 2 years before the beginning of the studies. Please underline the correct option.

² Adam Mickiewicz University may contact the company to confirm the validity and veracity of the information provided in this form.

³ The student internship was designed to:

- a. gain practical experience in the business environment,
- b. acquire knowledge of the industry in which the internship is performed,
- c. apply knowledge and skills learned in the classroom in the work environment,
- d. develop better understanding of career options and define personal career goals,
- e. experience activities and functions of business professionals,
- f. develop and refine oral and written communication skills,
- g. identify areas for future knowledge and skill development.

Student's job description:	
Opinion on student's performance:	
General grade of the student (please select the correct grade):	2 (unsatisfactory); 3 (satisfactory); 3.5 (satisfactory plus); 4 (good); 4.5 (fairly good); 5 (very good).

(date and supervisor's signature)

On successful completion of the internship, a student should be able to:

- a. identify and define applied procedures, work organisation methods and task completion controls used by the enterprise or the institution of the internship;
- b. complete analytical (research) tasks within the scope of the company's/institution's digital activity;
- c. communicate with employees from various departments, as well as social and professional backgrounds using digital organisation tools
- d. identify, diagnose, and solve professional problems of the institution in its digital sphere,
- e. work with and lead a team to complete tasks assigned by the institution in its digital sphere,
- f. apply theoretical knowledge in practice.