|  |  |  |
| --- | --- | --- |
|  | **POZNAN UNIVERSITY OF TECHNOLOGY****Faculty………** |  **Appendix No. 8****ENTER THE NAME OF THE DEPARTMENT** |

REPORT ON INTERNSHIP COMPLETION

1. STUDENT

First name and last name:

**COMPLETE CAREFULLY**

Number of album:

Field of study:

Specialty:

Academic semester:

Academic year:

1. COMPANY DATE

Company name:

**Department in the company, position, e.g. production control position, logistics department, health and safety department.**

Address:

Place of practice:

1. DETAILS OF THE COMPANY REPRESENTATIVE (employer's supervisor)

Name and surname of the internship supervisor on the part of the employer:

**This should include the data of the internship supervisor, which was provided in the tripartite agreement or referral**

Position / Department:

E-mail adress:

Contact phone (business):

1. PLACE AND TIME OF THE PRACTICE

**Dates as stated in the tripartite agreement or referral**

Practice place:

Practice start date: Click or tap to enter a date.

Practice end date:Click or tap to enter a date.

**Standard 40 hours a week. Please remember that the internship time should be 160 hours.**

Working hours per week:

 List of departments / positions where the trainee worked:

-

**Departments must comply with the apprenticeship program**

-

Company characteristics (e.g. type of activity, range of products produced or services provided):……………………………………………………………………………………………………………………

Provide a detailed description.

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………….

\*delete as appropriate

1. DESCRIPTION OF ACTIVITIES CARRIED OUT BY THE STUDENT DURING THE PRACTICE

Practice Weekly Card: Week 1

|  |
| --- |
| **From date: Click or tap to enter a date. to date:Click or tap to enter a date.** |
| **no.** | **Date** | **Listing of classes** |
| 1. |  | **What you enter here is very important, because it depends on whether you will pass the practice 😊****Please complete these stages of the report during the internship and keep the internship program in mind at all times.****You cannot enter anything here that is not related to the internship program.****The rule is simple - the tutor can pass the internship if the internship program is implemented, and this is what this report shows.** |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

Practice Weekly Card: Week 2

|  |
| --- |
| **From date: Click or tap to enter a date. to date: Click or tap to enter a date.** |
| **no.** | **Date** | **Listing of classes** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

Practice Weekly Card: Week 3

|  |
| --- |
| **From date: Click or tap to enter a date. to date: Click or tap to enter a date.** |
| **no.** | **Date** | **Listing of classes** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

Practice Weekly Card: Week 4

|  |
| --- |
| **From date Click or tap to enter a date. to date: Click or tap to enter a date.** |
| **no.** | **Date** | **Listing of classes** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

ATTENTION!

The number of weeks should be adjusted to the length provided for in the program of study.

**With us it is 4 weeks, so as in the formula.**

………………….………..

 Date and signature of the Student

1. **DURING THE PRACTICE, THE FOLLOWING LEARNING OUTCOMES HAVE BEEN ACHIEVED**

**(PLEASE MARK THE APPROPRIATE COLUMN WITH X):**

|  |  |  |
| --- | --- | --- |
| **LEARNING EFFECT** | **YES** | **NO** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Learning outcomes must be copied from the ECTS card. To make it easier for you, below is a cheat sheet for Engineering Management.****Just copy the tables to the report.****Every effect must be achieved.** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**This should include the data of the internship supervisor, which was provided in the tripartite agreement or referral.**

**A stamp is absolutely required.**

 ………………………..…………..

 Signature and stamp

Practice Supervisor from the Enterprise

**I confirm that the learning outcomes provided for the internship have been achieved.**

………………………..………..

 Signature of the Practice Supervisor from the University

Cheats with Learning Effects:

|  |  |  |
| --- | --- | --- |
| **LEARNING EFFECT** | **YES** | **NO** |
| Knowledge The student knows what are the types and types of organizational structures, he got to know the methods and tools that were used when designing the organizational structure of the company in which he completed his internship. | X |  |
| The student knows what requirements must be met to guarantee the ergonomics of the workplace selected during the internship. | X |  |
| The student knows what is the life cycle of selected products manufactured in the company where he is doing his internship. | X |  |
| The student knows what methods, techniques and tools can be used to solve engineering problems in the field of production processes, technological processes and auxiliary repair processes in the company selected for the internship. | X |  |
| The student is able to use the knowledge acquired during 6 semesters to solve problems indicated by the internship supervisor on behalf of the company, is able to analyze and propose specific solutions to various engineering and management problems. | X |  |
| The student is able to analyze the causes of various problems, is able to analyze the course of processes implemented in the company selected for practice. | X |  |
| The student is able to adapt to the rules prevailing in the company where he/she is doing the internship, regardless of whether he/she works alone or in a team. | X |  |
| The student is aware that the use of a systemic approach, taking into account technical, economic, marketing, legal, organizational and financial issues, guarantees meeting the needs of consumers on the free market. | X |  |
| The student shows a professional attitude, as an apprentice he is reliable and aware of professional ethics, respect for the diversity of views and cultures, as an apprentice he understands how to care for the traditions of the manager's profession. | X |  |