Appendix 2

**INTERNSHIP EVALUATION FORM[[1]](#footnote-1)**

|  |  |
| --- | --- |
| Student’s name and surname: |  |
| Index number: |  |
| Study Programme: | English in Public Communication Faculty of Philology, University of Opole, Poland |
| Year of study: 3 | Semester: 5 |
| Place of the internship (name of the school/institution, address): |  |
| Name and surname of the teacher-supervisor of the internship (years of experience) |  |
| Number of hours covered | ……./90 |
| Dates of the internship |  |

|  |
| --- |
| **DETAILED OPINION ABOUT THE STUDENT[[2]](#footnote-2)** |
| 1. KNOWLEDGE: to what extent does the student know various aspects of the functioning of the institution in practice (including the structure, internal culture, management, the most important tasks, rights and obligations of employees, relations, the incentive system, basic safety rules) in the scope corresponding to the activities student-apprentice and his specialties (k\_W08) (m-W-2)
 |
| Ad. 1. On a scale 1-2-3: descriptive feedback:  |
| 1. WORK RELATED SKILLS: to what extent does the student perform activities and activities related to his position in the practice (e.g. participation in business meetings, analyzing information from various sources, fulfilling individual, group or team tasks, using ethically and responsibly tools of communication, including specialized information and communication technologies aimed at exerting influence, purposefully using the company's Internet resources, keeping documentation, conducting conversations with clients, operating devices) (k\_U07, k\_U08, k\_U10) (mU-1)
 |
| Ad. 2. On a scale 1-2-3: descriptive feedback:  |
| 1. COMMUNICATION SKILLS: to what extent does the student use the English language during the internship in written and oral communication in the professional context (e.g. creating public texts for the media or business, linguistic support in institutions and enterprises, contact with employees, clients, partners in English; phone calls, e-mails, meetings, presentations) (k\_U05) (mU-2)
 |
| Ad. 3. On a scale 1-2-3: descriptive feedback:  |
| 1. SOCIAL COMPETENCES: to what extent does the student presented social competences during the Internship (e.g. setting priorities, time management during the implementation of various tasks related to professional work, critical assessment and solving problems resulting from the implementation of professional tasks, improving their position on the media services market and in entrepreneurship , compliance with the procedures and standards of the institution (k\_K01, k\_K02, k\_K06) (mK-1, mK-2)
 |
| Ad. 4. On a scale 1-2-3: descriptive feedback:  |
| 1. PREDISPOSITIONS AND PERSONALITY FEATURES: to what extent does the student support the achievements and prestige of the institution during the Internship, e.g. is responsible, conscious, ethical, creative, committed and active in participation in various forms of institutional life, accepts linguistic and cultural differences and recognizes them as natural professional conditions and exhibits predispositions and personality traits compatible with the assigned position (k\_K03) (k\_K04) (k\_K05) (mK-1) mK-2)
 |
| Ad. 5. On a scale 1-2-3: descriptive feedback:  |
| 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. Filled in by the Internship supervisor [↑](#footnote-ref-1)
2. **Descriptive feedback is requested - s**upported with the scale 1-3, where 1 = to a small extent, 2=to some extent; 3=to a considerable extent, is required [↑](#footnote-ref-2)