*Attachment no. 2 to the Rules of Student Internship at the Faculty of Management, University of Lodz*

**WORK DIARY**

**STUDENT’S DETAILS**

|  |  |
| --- | --- |
| **Full name** |  |
| **Student ID no.** |  |
| **Name of the study programme** |  |
| **Mode of studies(full-time / part-time)** |  |

**DETAILS OF THE INSTITUTION WHERE THE INTERNSHIP TAKES PLACE**

|  |  |
| --- | --- |
| **Name or stamp of the organisation** |  |
| **The organisation’s headquarters (with full address)** |  |
| **The actual place of doing the internship if it is different than the above headquarters (e.g. a branch, a department, a shop in a different location)** |  |

**THE TIME OF INTERNSHIP**

|  |  |
| --- | --- |
| **The number of full hours of the performed internship** |  |
| **The exact date of commencing the internship** |  |
| **The exact date of ending the internship** |  |

**THE LIST OF ACTIVITIES (one month on one page)**

|  |  |  |  |
| --- | --- | --- | --- |
| **The date of doing the activities (from – to)** | **The number of hours** | **The list of activities** | **Reference to learning outcomes (please insert a code from the** **‘OUTCOMES’ table below)** |
|  |  |  |  |
| **Total numer of hours** |  |  |  |

**CONFIRMATIONS OF THE SUPERVISORS RESPONSBILE FOR THE STUDENT IN THE ORGANISATION**

|  |  |
| --- | --- |
| **Signature and stamp of the Supervisor in the organisation where the internship took place AND of the internship Supervisor at the University of Lodz** |  |

**THE ASSESSMENT OF THE SUPERVISOR OF THE INTERNSHIP**

|  |  |
| --- | --- |
| **General assessment of the extent to which the student has achieved the assumed learning outcomes (done by the internship Supervisor at the Faculty of Management, University of Lodz)** |  |

**THE STUDENT’S CONCLUSIONS / COMMENTS / OPINIONS ABOUT THE COURSE OF THE INTERNSHIP**

|  |
| --- |
|  |
| **Student’s signature** |  |

**OUTCOMES**

|  |  |
| --- | --- |
| **Code** | **Learning Outcomes** |
| KNOWLEDGE |
| PEU\_W01 | The Student has the basic knowledge about the methods of managing the relationships between different elements of the organisation as well as the relationship between the organisation and its surroundings.  |
| SKILLS |
| PEU\_U01 | The Student applies the basic theoretical knowledge in management for describing in detail and analysing in practice selected processes and phenomena in the organisation.  |
| PEU\_U02 | The Student can perform an analysis of the causes and course of selected processes and phenomena in the organisational environment as well as predict the directions of their changes. |
| PEU\_U03 | The Student has the ability to prepare speeches in the Polish language as well as in a modern foreign language concerning activities they are involved in, using diverse sources of information. |
| PEU\_U04 | The Student has language skills within the discipline of management sciences in accordance with the requirements appropriate for the B2 level of the Common European Framework of Reference for Language Skills. |
| SOCIAL COMPETENCIES |
| PEU\_K01 | The Student can adequately define the priorities of the performed activities as well as delegate tasks to suitable members of a team. |
| PEU\_K02 | The Student can correctly identify and solve dilemmas connected with their occupation. |
| PEU\_K03 | The Student can actively obtain information and manage their own professional development. |