**Adam Mickiewicz University**





Institute of European Culture

**TRAINEESHIP SHEET**

**Name and surname of student:**…………………………………………………………………………………………..…..
**Student ID:** ............................... **Study mode:** .......................................................................................................................

**Study year:** ................................. **Study major:** .................................................................................................................................................................................

**Specialty:**..................................................................................................................................................................................................

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**Traineeship location:** ……………………………...………………………………………………………………………….…..

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**Traineeship duration**: from …………………… to ………………………

**Main programme tasks with which the student has become acquainted in the course of traineeship:**

(please state departments/units within the organization and principal tasks performed by the student):

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**Student’s self-appraisal:**

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 (place, date and signature of the student)

**Opinion of the workplace upon completion of traineeship**

**Trainee assessment survey**

***1. Self-reliance of trainee:***

□ Demonstrates extensive self-reliance in the performance of entrusted tasks

□ Demonstrates sufficient self-reliance in most of the performed tasks

□ Experiences certain difficulties in independent performance of tasks and decision-making

□ Demonstrates little self-reliance overall

***2. Commitment to performed tasks:***

□ Very high, always demonstrated substantial commitment

□ Sufficiently high, worked very conscientiously

□ Satisfactory, conscientiousness without major complaints

□ Degree of commitment gave rise to major complaints

***3. Trainee rapport with superiors:***

□ Irreproachable

□ Without major complaints

□ May give rise to certain complaints

□ May give rise to serious complaints

***4. Rapport with co-workers and colleagues:***

□ Irreproachable; trainee friendly, kind, well-received by co-workers, clients/customers

□ Correct rapport, with no conflict situations

□ Trainee still experiences certain issues in their rapport with co-workers, clients/customers

□ Trainee experiences serious issues in their rapport with co-workers, clients/customers

***5. Compliance with formal requirements:***

□ Very disciplined, punctual, always performed entrusted tasks on time

□ Overall compliance positive, despite a minor number of complaints

□ Some behaviours of trainee may give rise to certain complaints in terms of formal compliance

□ Some behaviours of trainee may give rise to serious complaints in terms of formal compliance

***6. Overall assessment of trainee:***

□ Very high
□ High

□ Satisfactory
□ Relatively low

**Remarks on the completion of the traineeship:**

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

 (date) (stamp of the workplace)

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(signature of person certifying completion of traineeship)

**ACKNOWLEDGEMENT OF SUCCESSFUL COMPLETION OF PROFESSIONAL TRAINEESHIP BY TRAINEESHIP TUTOR**

 ………………………… …………………………………………………………….

 (date) (signature of Officer for Student Traineeships)