



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)

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(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**

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(date)

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(signature of Officer for Student Traineeships)