 **Annex 2 to the Ordinance**

**Model Internship Journal**

John Paul II Catholic University of Lublin

Faculty ..................................

Field of study: ..........................., form of studies ....................................\*

**Internship Journal**

....................................................................................

*Full name of the Intern*

.................................................
*student book number*

|  |  |
| --- | --- |
| *seal of the Faculty* | *signature of the Internship Supervisor/Practical Training Coordinator* |

*\*Form (full-time, part-time) and level (BA/BSc, supplementary MA/MSc and uniform master’s studies) of education*

**Compulsory Internship**

**Host Institution** ................................................................................................

address: ..............................................................

 ..............................................................

 ...............................................................

Name of the unit/organizational units of the Host Institution in which the Intern is undergoing their internship:

....................................................................................................................................................

**Intern’s Mentor**

Full name: ....................................................................

Function / Position: ...........................................................

Date of commencement of the internship: .....................................................

Date of completion of the internship: ....................................................

|  |  |
| --- | --- |
| *Stamp of the Host Institution* | *Signature of the Intern’s Mentor* |

**Instructions**

Detailed rules and instructions for internships resulting from the curriculum, as well as the conditions for being awarded credits for internships are specified in the Internship Rules and Regulations approved by the Rector of the Catholic University of Lublin.

Number of hours of the internship: ..............................................................

**Learning outcomes to be achieved during internship\***

|  |  |  |
| --- | --- | --- |
| **Outcome symbol** | **Description of the outcome** | **Reference to the field-related outcome (symbol)** |
| In terms of knowledge |
|  |  |  |
|  |  |  |
|  |  |  |
| In terms of skills |
|  |  |  |
|  |  |  |
|  |  |  |
| In terms of social competence |
|  |  |  |
|  |  |  |
|  |  |  |

*\* For the field / specialization / major to be prepared by the Internship Supervisor / Practical Training Coordinator on the basis of the learning outcomes approved by the Senate and to be made available to students for printing; the number of rows in the table should be changed depending on the needs*

**INTERNSHIP RECORD[[1]](#footnote-1)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date[[2]](#footnote-2)****and the number of hours** | **Description of the work performed, the duties assigned, and the functions performed** | **Reference to the expected learning outcomes[[3]](#footnote-3)**  | **Confirmation of the achievement of the expected learning outcomes and the Mentor’s signature** | **Notes** |
| **1** | **2** | **3** | **4** | **5** |
|  |  |  | I confirm / I do not confirm |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

Descriptive assessment by the Intern’s Mentor

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Intern’s Mentor

*(date and signature)*

Descriptive assessment by the Internship Supervisor / Practical Training Coordinator

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Internship Supervisor/Practical Training Coordinator

*(date and signature)*

1. Columns 1-3 to be filled by the Intern, columns 4-5 to be filled by the Intern's Mentor, the number of rows of the table should be changed depending on the needs [↑](#footnote-ref-1)
2. In the case of repeatability of the performed tasks and functions, it is possible to present the assigned duties in a weekly system [↑](#footnote-ref-2)
3. The tasks performed must relate to all learning outcomes demonstrated in the instruction [↑](#footnote-ref-3)