

Internship Essay Guidelines

The report shall be accepted only on condition that it contains

- a short (not longer than 1 page) description of the company providing the work placement;
- a short summary of the organizational unit where the internship has been completed;
- a 1 page description of a work process carried out by the student
- a 2 pages detailed description of the improvement of student's skills listed below:

Formal requirements:

- Minimum length: 4 pages
- Line spacing: 1.5
- Font size: 12

The World of Work
Comprehension of company culture and operations
Recognition of linkages within the organization
Recognition of linkages outside the organization
Comprehension of the business activities of the company
Knowledge relating to the services/products of the company
Technical Skills
Word processor
Spreadsheet programmes
Data bases
Graphic / presentation software
Internet/Intranet
Planning and Organizing Skills
Organizing/categorizing information
Setting and observing deadlines
Coordinating and prioritizing tasks
Efficient time management
Ability to work independently
Facilitating the work of fellow workers
Attempt at accelerating work processes
Setting objectives
Multitasking
Attention to details
Gathering Information
Formulation of proper questions
Receiving, memorizing and summarizing information
Searching and analysing information
Recognizing the need for information

Communication Skills
Efficient verbal communication
Efficient written communication
Writing business letters
Writing summaries and offers
Efficient use of the telephone
Writing minutes
Treatment of customers
Interpersonal Skills
Effective team member
Relationship with fellow workers
Empathy
Building relationships/contacts
Relationship with the management
Conflict resolution
Self-control
Accessibility
Ability to apologize if needed
Self-assertion
Ability to say no if needed
Appropriate reaction to criticism
Giving opinion to supervisors
Making complaints
Giving praise
Receiving praise
Self-confidence

The internship shall be considered completed only on the submission of the Essay on Internship via Neptun by the deadline specified in Coospace or on the website.