

## 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

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| <b>The World of Work</b>                                   |
| 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 |
| <b>Technical Skills</b>                                    |
| Word processor   |
| Spreadsheet programmes                                     |
| Data bases   |
| Graphic / presentation software                            |
| Internet/Intranet  |
| <b>Planning and Organizing Skills</b>                      |
| 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                                       |
| <b>Gathering Information</b>                               |
| Formulation of proper questions                            |
| Receiving, memorizing and summarizing information          |
| Searching and analysing information                        |
| Recognizing the need for information                       |

|                                   |
|-----------------------------------|
| <b>Communication Skills</b>       |
| Efficient verbal communication    |
| Efficient written communication   |
| Writing business letters          |
| Writing summaries and offers      |
| Efficient use of the telephone    |
| Writing minutes                   |
| Treatment of customers            |
| <b>Interpersonal Skills</b>       |
| 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    |
| <b>Self-assertion</b>             |
| 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.**