

TRAINEESHIP REPORT

The traineeship coordinator designated by your degree programme will approve the credits for your traineeship. Verify the method for reporting on the traineeship with the traineeship coordinator in your degree programme. If your degree programme does not provide a model for reporting on traineeships, you may use the report template below.

At the beginning of the report, document the following: your name and student number, faculty, degree programme, traineeship period, traineeship organisation and on-site supervisor. Attach a copy of the traineeship agreement and your employment certificate/letter of reference. Return your report to the teacher coordinating traineeship issues. The recommended length of the report is 2–4 pages.

REPORT TEMPLATE

To be written after the traineeship

1. Presentation of the traineeship organisation and completed duties
 - The employer's field and status
 - Your position and the significance of your work in the organisation
2. Traineeship experience and learning
 - a) Your work as a trainee
 - Why did you choose this particular traineeship?
 - What were your objectives for the traineeship?
 - What skills and knowledge could you use in your work?
 - How did the traineeship develop your personal skills? What kind of competence did you acquire?
 - What kind of feedback did you receive from your supervisor and/or co-workers?
 - Also specify which aspects left room for future development.
 - b) Generic skills
 - What generic skills needed in expert positions did you develop in your work? Describe the expert skills that you developed during your traineeship (oral and written communication, interaction and cooperation skills, multicultural competence, organisation and coordination skills, project management skills (incl. budget management), training and consultation skills, negotiation skills, entrepreneurial skills, leadership skills, information seeking and management, language skills).
 - c) Field-specific skills and knowledge
 - How did your work duties relate to field-specific knowledge? What field-specific knowledge and skills did you use in your work?
 - d) Impact on your future
 - How did the traineeship impact your plans for the future (incl. selection of studies, training to be acquired, language proficiency, etc.)?
 - What kind of competence should you develop further?
 - Did the traineeship convince you that you had chosen the right field or did it make you change your plans?
3. A brief summary of your generic and field-specific skills.