

**The Internship Report** should contain:

**Company Description.** A brief description (1 page) of the company or institution for which the student was working. This should include the nature of the products and services offered or activities conducted with special focus on the firm's international activity scale and scope. In case of taking part in similar activities in lieu of the internship the student is obliged to submit a the project description, its time period, scope, the project manager etc.

**Job Description.** The job description (1,5-2 pages) should give detailed account of the tasks performed, including: the job characteristic and place of employment, a record of activities conducted, the scope of duties and responsibility, the skills and qualifications required and developed, a description of job relationships regarding the intercultural aspects.

The Internship Report should be signed by the student **and the internship supervisor!**