



**UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**

**PROFESSIONAL PRACTICE HANDBOOK
For the Program of the Second Cycle of Studies**

Master of Science in *“Technical-Literary Translation and Interpretation”*

December, 2021

Table of contents

1. GENERAL ASPECTS ABOUT THE PROFESSIONAL/TEACHING PRACTICE OF THE PROGRAMS OF STUDY OF THE SECOND CYCLE, MASTER OF SCIENCE IN “TECHNICAL LITERARY –TRANSLATION AND INTERPRETATION”	3
2. SCOPE OF THE PROFESSIONAL PRACTICE	4
3. PLACE WHERE THE PROFESSIONAL/TEACHING PRACTICE WILL BE CONDUCTED ..	4
3.1. Procedures for appointing the institution of professional/teaching practice of the program Master of Science in “<i>Technical—Literary Translation and Interpretation</i>”	
3.2. Professional/Teaching Practice Coordinator, Leader and Field Mentor	5
3.3. Activity performed during the professional/teaching practice	6
3.4. Student daily planner and Final report	7
3.5. Professional/teaching practice assessment criteria and procedures	7
3.6. Exception to the rules	8
3.6.1. Submission of professional practice after the specified deadline	8
3.6.2. Professional practice for employed students	8
4. PROFESSIONAL PRACTICE FOR THE PROGRAM OF STUDY “MASTER OF SCIENCE IN TECHNICAL-LITERARY TRANSLATION AND INTERPRETATION”	8
4.1 The curriculum of Professional Practice in the "Master of Science" program in “Technical-Literary Translation and Interpretation”	9
4.2 Procedures for the development of professional practice in the program “Master of Science in Technical-Literary Translation and Interpretation”	10
4.3 Professional practice assessment in the program “Master of Science in Technical-Literary Translation and Interpretation”	10
4.4 The rights and obligations of the parties involved in the Professional Practice of the	

program "Master of Science in Technical-Literary Translation and Interpretation".....	10
4.4.1 Rights and obligations of the representative of the enterprise/company/institution	10
4.4.2 Practice coordinator duties.....	11
4.4.3 Obligations of the leading lecturer of practice:	11
4.4.4 Student rights and obligations	11
4.5 Instructions for the preparation of the practice report of the "Master of Science" program in " Technical-Literary Translation and Interpretation "	12
4.5.1 Report content	12
4.5.2 Descriptive part.....	12
4.5.3 Development of the topic selected by the student	12
5 APPENDIXES.....	13

1. GENERAL ASPECTS ABOUT THE PROFESSIONAL/TEACHING PRACTICE IN THE PROGRAMS OF STUDY OF THE SECOND CYCLE, MASTER OF SCIENCE.

Pursuant to law no. 80/2015 *"On higher education and scientific research in institutions of higher education in the Republic of Albania"*, Article 3, point 4, letter c) as well as in application of the *Statute of the University of Tirana*, Article 7, point 4, letter d) and Article 125, point 9, students who study a program of the second cycle have the obligation to perform professional practice at an institution.

The teaching practice constitutes an important element in the curricula of the Master of Science study programs. The practice envisages enabling the use of the knowledge acquired in the theoretical courses, in a practical and professional context. In order to fulfil the anticipated requirements, students must develop a practice in one or several institutions/organizations/companies. The student cannot defend the thesis without completing the practice obligation and without being assessed for it. The student who does not complete the professional/teaching practice program is subject to the established rules as for all other academic obligations defined in the institution's regulations.

The numerous agreements that the Faculty of Foreign Languages (FFL) has with public and private institutions ensure that students put into practice the theory gained during learning. During the practice, the student must activate and include theoretical knowledge and practical knowledge, so that the practice in institutions is a valuable experience that can also serve as a starting point for a successful career in the future.

The responsible structures in the Faculty of Foreign Languages for the organization, follow-up and development of professional/teaching practice are:

- **Vice dean responsible for the second cycle of studies**, who coordinates and monitors the development of teaching practices for students of all Master's programs at the FFL of the University of Tirana (UT);
- **The head of the Department** for the relevant study program, who organizes the process of appointing lecturers responsible for the development of informative meetings and for the supervision of students during practice, as well as directs and monitors the process from the moment of assigning students to institutions/organizations/companies until the moment of assessment of this discipline with a grade;
- **The Practice Coordinator** for each relevant Master's study program and the Career Counselling Office, which takes care of the preparation of students for the teaching practice process and their orientation in institutions/organizations/companies.

2. SCOPE OF THE PROFESSIONAL PRACTICE

As part of the study program requirements, each student must complete a professional/teaching practice. The practice should expand the student's practical repertoire and promote his/her ability to assume responsibility in his/her chosen profession. In addition, the practice is an opportunity for the student to make connections between theoretical studies and the requirements of professional practice.

The professional/teaching practice component in the study programs aims to equip students with practical knowledge, as well as create opportunities for further employment, as well as opportunities for:

- a. expanding and deepening the theoretical knowledge obtained during the learning process and creating professional practical skills important for further post-master's research;
- b. facing and be exposed to companies, organizations, institutions;
- c. building lasting relationships and start creating a professional network for further full-time positions;
- d. creating a positive impact on the company/organization/institution where the practice is carried out for part-time or full-time employment in the future

3. THE PLACE WHERE THE PROFESSIONAL TEACHING PRACTICE TAKES PLACE

The Faculty of Foreign Languages has concluded agreements with a large number of institutions/organizations/ companies for the organization of professional practices for its students.

The professional practices of the students of the Master of Science study program in "*Technical – Literary Translation and Interpretation*" take place in public and private institutions/enterprises/organizations/companies, henceforth, institutions. The list of possible institutions is continuously updated by the Faculty and provided to students by the Professional/Teaching Practice Coordinator.

3.1. Procedures for assigning the institution of professional/teaching practices in the Master of Science program in "*Technical – Literary Translation and Interpretation*"

To find the institution/organization/company where he/she will develop the professional practice of the study program in "Technical-Literary Translation and Interpretation", the student uses the FFL database or can propose an institution or organization himself /herself, which is not part of the list of FFL institutions (*appendix No. 2*).

The arrangement of students to companies/institutions/organizations is carried out by the Head of the Department in cooperation with the Professional Practice Coordinator based on the degree of compatibility of the student's preference with the study program and his performance during studies. This distribution is approved by the Head of the respective Department, who decides the lecturer who will guide the student during the practice. The final list of distribution of students according to companies/institutions/organizations, together with the supervising lecturers, is forwarded to the students by the Practice Coordinator, 1 (one) week before the beginning of the practice.

The professional/teaching practice can be organized in Tirana or in another city. When the practice takes place in Tirana, it is followed by the leading lecturer according to the calendar determined since the beginning. In case it takes place in another city, the follow-up by the leading lecturer is carried out by establishing contact with the head of practice or the mentor teacher in the field. Contacts can be via telephone, e-mail and other forms of electronic communication. In the case of teaching, the student can also record one or several lessons, or be followed directly by the leader through an online platform (Teams, ZOOM, Skype, etc.).

3.2 Professional/Teaching Practice Coordinator, Leader and Field Mentor

Students should carefully plan their professional/teaching practice experience. The initial planning is led by the Practice Coordinator, who helps prepare students for the practice and undertakes the coordination of activities and its organization.

In the first informative, direct meeting with the **Practice Coordinator**, students:

- receive the main information about the requirements of the study program and about the possibilities of carrying out the practice;
- complete a practice application form (*see Appendix 1*);
- are informed about possible practice institutions.

After detailed information, students are distributed the **Application for professional practice** form (*see Appendix 1*), which is filled out and submitted to the Coordinator within two days of receiving it. The final list of the distribution of students according to companies/institutions/organizations, together with the supervising lecturers, is forwarded to the students by the Professional Practice Coordinator.

The practice coordinator works closely with the practice leaders who look after a smaller number of students during the period of practice. The practice coordinator can also be the practice leader. On the other hand, the institution establishes contact with the mentors in the field, who work with the students in the institutions selected for the professional/teaching practice. The coordinator of professional practice at the departmental level, as well as the leader of the practice are members of the academic staff with appropriate qualifications in the field in which the practice is carried out.

Any professor of the department who teaches in the Master of Science program in "*Technical-Literary Translation and Interpretation*" has the right to be a student leader during the professional/teaching

practice. The number of students that a lecturer supervises is appointed by the department, in relation to the number of students in the respective year.

The student leader must establish a meeting schedule with students at the beginning of the semester (a minimum of three meetings is required). The purpose of these meetings is to help the students in planning their practice period as well as to discuss possible questions and problems, especially regarding the content of the student diary and the final report. At least two tripartite meetings should also be organized with the supervisor, the field mentor and the student, preferably at the site during the practice (one at the beginning, to identify goals, clarify expectations, discuss guidelines for assessment and to chart the student's supervision in practice; the second to assess the student's progress and identify remaining challenges). A third final meeting may be to assess the student's performance and competencies at the end of the practice.

The field mentor is a person with the appropriate qualification, an employee of an institution or company in the case of the trainee of the Master of Science program in "Technical-Literary Translation and Interpretation".

In the case where the practice is allowed to take place in another city, then the Mentor's role is even more important. Contact with the Practice Leader can be maintained by phone, e-mail, Teams, Skype, ZOOM or other forms of online communication.

3.3. Activity performed during professional/teaching practice

The practice takes place during the second semester, the duration and period are determined in the academic structure for each academic year. At the end of the practice, students prepare the file of the professional practice, according to the instructions given by the relevant Departments as well as by the lecturers in charge of practice. The activity performed during the practice is counted in credits as in any other subject of the program.

For the Master of Science program in "*Technical-Literary Translation and Interpretation*", the file that students submit at the end of the practice is compiled of:

- Daily activities description form (Appendix 14)
- Materials conceived during practice
- The final report drawn up in accordance with point 3.4 below
- Mentor evaluation form

3.4. Student Daily Planner and the Final report

At the end of the professional/teaching practice, the final report is submitted (see point 4.5).

Detailed instructions on how to complete the Practice Report are given to the student at the beginning of the process together with the information package for the practice and the relevant forms that must be completed. Acceptable issues and structures for this task must be determined before the practice period begins and the deadlines for submitting the assignment to the practice leader must be determined in advance.

The final report is evaluated according to the criteria of the form of the report defined in appendix 11 and the evaluation criteria of the report defined in appendix 7.

3.5. Evaluation criteria and procedures of professional/teaching practice

During the entire time of the practice, the student is under the guidance and supervision of a lecturer of his/her field. At the end of the 3-month practice period, the evaluation commission makes the final evaluation in accordance with the evaluation criteria provided in appendix 7. The Evaluation Committee consists of the leading lecturers of the practice. In accordance with the Regulation of the UT, each commission must be composed of a minimum of 2 (two) lecturers. Teaching practice is graded just like all other disciplines of the second cycle of studies.

At the end of the practice and before the assessment of the final report, the student trainee must submit to the department:

1. **The student assessment form from the mentor** in the company/institution/organization (*Appendix 15*);
2. **The final practice report prepared by the student** according to the relevant format (*Appendix 16*);
3. **The work file for students of the Technical – Literary Translation and Interpretation** program:
 - the diary of their weekly activities;
 - various materials conceived by them during practice.

It is recommended that the practice leader and field mentor assess the student together. Of course, in academic terms it is the supervisor who is responsible for the final assessment of a student together with the practice assessment committee. It is also recommended that students also have the opportunity to evaluate their professional practice (*Appendix 18*). Under optimal conditions, the evaluation should be done twice: in the middle of the semester and at the end of it. The mid-semester assessment is intended as supportive feedback, while the final assessment focuses on the student's overall achievement.

50% of the assessment consists of the mentor's assessment (Appendix 7.1).

50% of the assessment consists of the Evaluation Committee's assessment of the student's report and his work file (Appendix 7).

Exceptions to the rule

3.6.1. Submission of teaching practice outside the defined term

The student, who does not complete the process of defending the professional/teaching practice within the normal deadline, is given the opportunity to do it in another exam season according to the provisions in the Regulation.

3.6.2. Teaching practice for employed students

Students who are employed and work in an institution that can be recognized as a suitable place of practice, do not need to apply for practice in other institutions. Their daily work (professional experience) can be recognized and credited as professional/teaching practice, if all other requirements of the study program and the institution are met (*Appendix 2*).

If a student works full-time or part-time during the period in which he is obliged to carry out the teaching practice, he can apply for this work to be recognized as fulfilling the obligation for practice, if the following three conditions are met:

1. the work he/she performs is in the same field as the study program;
2. the student brings a certificate from the employer stating that the student works in this institution/organization/company, accompanied by a description of the work he performs,
3. the student submits a request (*see Appendix 2*) to the Head of the Department, for recognition of the work performed as a teaching practice.

However, this does not absolve the student from the obligation to complete and submit the relevant and mandatory documentation for the practice described in point 3.3.

4. PROFESSIONAL PRACTICE FOR THE PROGRAM OF STUDY “MASTER OF SCIENCE IN TECHNICAL-LITERARY TRANSLATION AND INTERPRETATION”

The program of "Master of Science in Technical – Literary Translation and Interpretation" is offered by all Departments of the Faculty of Foreign Languages and aims to prepare the formation of a flexible professional figure, able to cope with the dynamics of intercultural relations and different fields of development, as well as prepare professional translators and interpreters. Study plans will direct the student to acquire competencies that can be used freely in the field of exchanges between the countries and peoples whose languages have been selected, of international organizations and organisms, in the field of pragmatic, technical, scientific and literary translation.

The professional practice aims to deepen the student's training and the application of practical and professional knowledge acquired during the study program of the second cycle of studies "Technical-Literary Translation and Interpretation", in the field of translation and interpretation, therefore aims to create suitable conditions for the recognition and adaptation of students in the professional environment.

The program has the following objectives:

- To provide students with high competence in two foreign languages and a third foreign language at an average or advanced level;
- To prepare specialists with in-depth knowledge of principles and techniques of translation and interpretation of cultures and issues related to the selected languages, as well as the basic disciplines of social, economic and legal sciences. Such knowledge will be developed with special attention to related issues with the internal and external labor market;
- To develop and increase students' skills for using IT tools and telematics in areas with specific competences;

Students with such training are offered opportunities for employment in many fields, such as:

- translator and/or interpreter in public and private institutions; perform literary translations for specific and editorial requests;
- in international bodies and organizations, foreign and domestic associations as an operator and mediator of relations between our country and other countries, can work in public administration, in various NPOs, in local entities, etc.;
- in various written and electronic media, in publishing houses, where the alumni engages in the translation of works or essays with literary, journalistic, technical, socio-economic, IT content, etc.;
- near the organizations that operate in the field of cultural cooperation with his knowledge, competences and capacity as a translator and/or interpreter.

4.1. Teaching plan of the Professional Practice for the program “Master of Science” in Technical-Literary Translation and Interpretation”

As part of the study program, practical experience is a type E discipline, compulsory, takes place in the IV semester with a duration of 3 months. In the curricula of the Master of Science, for the professional practice 5 credits/100 teaching hours and 25 individual hours (individual work, in a company and meetings with the supervisor of the practice) are provided.

The practice period is defined in detail in the teaching structure at the beginning of each academic year. According to the curriculum, students are obliged to complete this curriculum for the weeks provided in the academic structure.

4.2. Procedures for the development of professional practice in the "Master of Science in Technical-Literary Translation and Interpretation" program

After the selection of the institution where the professional practice will take place, as well as after establishing the institutional contact by the coordinator and/or the responsible lecturer with the relevant institution, the student, together with the representative of the institution/enterprise, drafts the description of the activities that will be carried out during the practice and then consults it with the lecturer in charge

(see Appendix 14). The student keeps the original of the document and submits a copy to the representative of the company and the lecturer responsible for the practice at the faculty.

After completing the practice:

1. The representative of the host institution completes the student's evaluation sheet and signs it (see Appendix 15). The student keeps the original and submits the photocopy to the lecturer responsible for professional practice.

2. At the end of the professional practice, the student submits to the Department the Final Report of the practice according to the description of appendix 16.

In addition to the form and documentation provided by the host faculty and institution, all materials processed by the student must be submitted via a CD.

4.3. Assessment of professional practice for the program “Master of Science in Technical-Literary Translation and Interpretation”

Assessment is done 2 times during the practice, at the middle of the semester and at the end of it:

- Assessment after the first half of teaching practice (intermediate) (*Appendix 7.1*)
- Final evaluation *Appendix No. 7*)

The final grade is calculated from the evaluation of the representative of the enterprise (50% of the evaluation) and the evaluation of the commission of the practice report together with the work file (50% of the assessment) (*see Appendix 12*).

4.4. Rights and obligations of the parties involved in the Professional Practice for the program, “Master of Science in Technical-Literary Translation and Interpretation”

4.4.1. Rights and obligations of the representative of the host institution:

The company representative has an important role in following the student's work. It:

- determines the student's activity in the enterprise by defining the objectives and duties;
- checks their implementation and helps him/her solve the problems they may face
- ensures the integration of the student-trainee in the work team;
- completes the student's assessment sheet at the end of the practice;
- is obliged to offer to the student acceptable working conditions as well as necessary materials for completing the practice

4.4.2. Tasks of the practice coordinator

- Establishes contacts with institutions and enterprises to determine their hosting capacity;
- Organizes the distribution of students in institutions and enterprises according to their

preferences/choices and hosting opportunities;

- Maintains contact with the leading lecturers of the practice, giving them general instructions regarding

the practice and assigning, in cooperation with the head of the relevant department, the students they will supervise.

4.4.3. Obligations of the practice leading-lecturer:

- Assists and advises the student during the practice and more widely in the drafting of the professional project;
- Ensures the quality of the practice, which must adhere to the activities described at the beginning of the practice;
- Conducts collective or individual meetings with students from the search for the place where the practice will be carried out to the submission of the final report.

4.4.4. Student rights and obligations:

- During the practice, the student-trainee is subject to the internal regulations of the host company (working hours, dress code, hygiene, behavior, etc.) as well as the obligation to maintain confidentiality regarding all information that he will be exposed to or will have access on. In case of violation of these rules, the representative of the enterprise has the right to suspend the student's practice after notifying the coordinator of the second cycle in advance.
- The student has the right to notify the lecturer responsible for the practice in case of non-fulfillment of obligations by the host institution.

4.5. Guidelines for the preparation of the practice report for the program Master of Science in “Technical-Literary Translation and Interpretation”

4.5.1. Report content

The report must necessarily contain two parts: the first one descriptive and the other focused on the elaboration of a topic selected by the student.

4.5.2. Descriptive part:

- description of the institution and its activity;
- description of the host service: structure, missions, etc;
- the description of the works and missions performed by the student trainee as well as the results;
- conclusions of the first part on the development of the professional project (acquisition of competences, project, etc.).

4.5.3. Elaboration of the topic selected by the student:

The second part of the report focuses on an in-depth reflection topic chosen by the student. The student chooses it after a reflection and analysis of a certain topic. It relies at the same time on practical experience and bibliographic research.

The second part of the report allows the student to:

- make the connection between the lectures received at the faculty (theoretical training) and the work he has done during practice (professional training);
- reflect on the professional project: the student chooses the topic that is related to the professional project and/or will be needed in later studies.

Instructions on the form of presentation of the final report are specified by the relevant departments (*see Appendix 16*)

5. APPENDIXES

Appendix 1:

Application for professional practice

Student name: _____
Faculty: _____
Department: _____
E-mail: _____
Mobile: _____

I, the undersigned, submit the request for the period of professional practice.

(1) General description of the type of requested professional practice:

Note: The student describes why he is looking for a specific organization for the practice, e.g. based on professional interests, thesis topic, etc. The student should not focus on the place of the practice, but should try to describe the type of practice that may be most suitable for his/her further study and future career.

Mandatory to be completed by applicants.

(2) Relevant institutions for practice

Note: The student selects potential institutions from the list of approved institutions and organizations. It is recommended that at least three sites be identified.

Mandatory to be completed by applicants.

(3) Student proposal for an institution for professional practice

Note: The student can propose a possible institution, which is not on the list. In this case, it is mandatory to provide detailed data (description of the institution or organization, address, etc.). A responsible body at the departmental level will decide and inform the student of the final decision.

Optional to be completed by applicants.

Date

Student signature

Practice coordinator signature

Official note:

The decision of the Head of the Department and the practice Coordinator
_____ on (date)_____:

Student_____ is allowed to do the practice period at
_____(name and address of the institution/organization)

The practice leader will be:_____

The field mentor will be:_____

(Head of the Department Signature)

Note: Students complete the form with the help of the practice coordinator during the group meeting or individually. The practice coordinator co-signs the completed form.

Appendix 2:

Application for professional practice: Recognition of the professional practice

Student name: _____
Faculty: _____
Department: _____
E-mail: _____
Mobile: _____

I, the undersigned, am applying for the recognition of my professional engagement as a period of professional practice.

(1) General description of the type of professional practice requested:

Note: The student describes why his current engagement should be recognized as professional practice. It describes the institution/organization where it is engaged, as well as details the tasks it performs there. The student should not only focus on the place of the practice, but should try to describe the type of practice that may be most suitable for his/her further study and career.

Mandatory to be completed by applicants.

(2) General employment data

Note: The student provides the details of employment in this institution/organization (duration, full-time or part-time, as a volunteer, as a possible career promotion, etc.), the name and full address of the responsible contact persons.

Mandatory to be completed by applicants.

(3) Recommendation letter

Note: The student may attach a letter of recommendation to his application. In this case, the names and contact addresses of the responsible persons from the proposed institution or organization should be included. The letter must be written and signed by these persons and attached as an annex.

Optional to be completed by applicants.

Date

Student signature

Practice coordinator signature

Official note:

Decision of the Head of the Department and the practice coordinator
_____ on (date)_____:

Professional engagement of _____(student name) will be considered as equivalent to the period of professional practice, mandatory part of the program of study

The leader of the practice will be: _____

The field mentor will be:_____

(Head of the Department Signature)

Note: Students complete the form with the help of the practice coordinator during the group meeting or individually. The practice coordinator co-signs the completed form.

Appendix 7:

**Evaluation sheet of the professional practice report from the practice commission Note:
50% of the assessment consists of the mentor's assessment.
50% of the assessment consists of the evaluation of the report and the work file by the
commission of professional practice**

Student:

Report title:

Criteria	Comments	Total points 50
First part: (10 points) Practice description: Description synthesis:		
Second part: (20 points) Personal reflection: Quality of presentation: Originality: Usage of examples from field experience: Conclusions: Bibliography:		
Form(10 points) Format/ Quality of presentation/spelling		
Quality of student file materials (10 points) Clear writing Compliance with the official standard of their preparation		
Total points		
Final average grade (mentor evaluation + report evaluation)		

The commission is composed of: (name - surname, signature)

Date:

Appendix 7.1. :

Assessment paper of the professional/teaching practice (intermediate)

Student:

Criteria	Grade
Criterion 1: Trainee Ability: <ul style="list-style-type: none">- <i>to formulate appropriate goals for the duration and type of his/her practice;</i>- <i>to accept and fulfill his/her part of the responsibility;</i>- <i>to interact appropriately with other people at work;</i>	
Criterion 2: The ability of the trainee to: <ul style="list-style-type: none">- <i>shows initiative and independence;</i>- <i>shows motivation to carry out professional practice activities;</i>- <i>maintains positive working relationships and interacts productively;</i>- <i>accepts constructive criticism and acts to implement recommendations.</i>	
Criterion 3: Trainee ability: <ul style="list-style-type: none">- <i>to build cooperative and appropriate relationships with students;</i>- <i>to manage, control and improve student behavior.</i>	
Grade for intermediate assessment	

Leading lecturer _____

Appendix 12

Assessment sheet of the professional practice report by the practice assessment committee

Note: 50% of the assessment consists of the mentor's assessment.

50% of the assessment consists of the evaluation of the report and the work file

Student: _____

Report title: _____

Kritere	Comments	Total points 50
First part: (10 points) Practice description: Description synthesis:		
Second part: (20 points) Personal reflection: Representation quality: Originality: Usage of examples from experience in the field: Conclusions: Bibliography:		
Form (10 points) Format/ Display quality/ Spelling		
Quality of materials of the student file (10 points) Teir clear writing Compying with the official standart for their preparation		
Total points		
Average final grade (mentor assessment – report assessment)		

Practice Commission
(name, surname, signature)

Date

Forms used in the development of professional practice for the study program: "Master of Science in Technical-Literary Translation and Interpretation"

Appendix 13: Student file

**UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES
DEPARTMENT OF _____ LANGUAGE**

Documentation of the Development and Evaluation of the Professional Practice "Master of Science in Technical-Literary Translation and Interpretation"

Academic year _____

Student
Name Surname: _____
Mobile: _____ E-mail: _____
Address: _____

Institution/Enterprise
Designation: _____
Activity sector: _____
Address: _____
Representative of the institution, enterprise: _____
_____ Mobile: _____ E-mail: _____
Mentor of the practice: _____
Mobile _____ E-mail _____

Department of: _____
Lecturer, practice coordinator: _____
Mobile: _____ E-mail: _____
Lecturer, practice leader: _____
Mobile: _____ E-mail: _____

Appendix 14:

Activity description form

Student:

Mobile:

E- mail:

Mentor, representative of the

Enterprise:

Function:

Mobile:

E- mail:

Enterprise:

Practice leading lecturer:

Phone:

E-mail:

Description of activities, objectives and tasks to be performed during the practice:

Objectives :

Expected outcomes:

Skills that will be acquired during the practice development:

Description of daily activities to reach the specified objectives:

Appendix 15

Assessment sheet of the professional practice by the Mentor

Student name and surname:

Criteria	Comments	Assessment to a total of 50 points
Motivation <ul style="list-style-type: none">- presents clear and coherent training objectives- undertakes to apply his knowledge- shows the will to better understand the functioning of the sector and receiving structure		/10
Ability to analyze <ul style="list-style-type: none">- He manages to clarify complicated situations presented to him- Accurately identifies the various elements in the documents he examines		/10
Ability to judge <ul style="list-style-type: none">- knows how to distinguish priorities- gives mature thoughts- gives appropriate judgments depending on the situation		/10
Autonomy <ul style="list-style-type: none">- acts easily without much instruction,- identifies and uses resources available both internally and externally- no need for continuous supervision		/10

Professionalism <ul style="list-style-type: none"> - Uses appropriate behavior according to the situations encountered - Respects the instructions given - is able to work in a team - Expresses ideas clearly with vocabulary appropriate to the sector - Delivers structured and presentable documents 		/10
Total points		

Mentor: (name, surname, signature)_____

Enterprise representative: (name, surname, signature, stamp)_____

Date:

Appendix 16: Report form

1. Volume and structure

The report must be no less than 10 pages and must have this form of presentation:

- an introduction
- two parts (one descriptive and the other focused on the development of a problem chosen by the student)
- conclusions

2. Guidelines for the presentation of work

- The cover must contain the following elements:
- The name of the faculty, department
- The name of the host company
- Title of the report
- The expression: "Professional practice report presented by_____on_____.
- The name of the responsible teacher
- The academic year
- Overview of the Subject
- Introduction
- Contents (two parts)
- Conclusions
- Appendix
- Bibliography

Appendix 18

STUDENT PRACTICE ASSESSMENT SHEET

After completing the practice, this evaluation sheet will serve to express your thoughts and assessment/self-assessment regarding the conditions of the practice, the support you had and the missions assigned by the host company/institution. It also enables you to evaluate your actions in the professional environment during the practice.

Trainee name:

.....

Name of the company/welcoming institution:

.....

Name of field mentor

.....

Name of leading lecturer

.....

Assigned tasks:

.....

Tasks that you have been assigned	Not at all	A little	Enough	Good	Very good
Tasks were related to your training					
Assigned tasks were related to the tasks and purposes specified since the beginning					
You have applied your knowledge and skills					
You have been able to manage time and organize work					
You were able to bring new ideas					
Comments					

Practice development conditions				
The field mentor has introduced you to the operation of the host structure				
The field mentor has helped and advised you as needed				
You had the opportunity to accomplish your mission				
You had independence in carrying out your missions				
Your work has been evaluated by the host organization				
You have been accepted as a member of the team				
Comments				

Further value and contribution of practice				
You consider the practice a positive experience				
Thanks to the practice, you get to know the world of work better				
The practice has had an impact on your professional projects				
You better appreciate your skills and competences now				
You are able to use this practice to look for work in the future				
Comments				

What are the competencies that you acquired or further developed during the practice?

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

Would you recommend this site for other trainee students?

YES NO

If the host company/institution offered you a job, would you accept it?

YES NO

Student

Approved by

DEAN

Prof. Dr. Esmeralda Kromidha

