**CONFIRMATION FORM & INTERNSHIP LOGBOOK**

**Name of the trainee:** ………………………………………. **Date of birth:** ……………………...

**Internship Period:** from to

**Name of the host company:** ……………………………………………………………………………

………...…………………………………………………………………

**Name of the internship supervisor:** ……………………………………………………………………...

**What** **does a trainee write in a logbook?**

Describe what kind of **activities** you have done during the working hours. You can add some personal **comment** (e.g. if there was a problem). Don’t delay filling it in because you will easily forget things; it will only take 2 minutes of your time! The best is to fill in an internship logbook at the end of every day.

**Why?**

**You have to prove to the European Commission that you actually did this internship.**

For yourself: you can use these notes to write your final report at the end of the internship.

For your coordinator at school it is a source of information he can use to evaluate the workplace.

**How detailed does it have to be?**

You write 1 or 2 sentences per day describing the activities done (= What?) & your comment (= How?).

**In which language do I write?**

As your supervisor has to read it, you’ll have to write in English!

**Does the supervisor have to sign it?**

A logbook contains an assessment that your internship supervisor will have to fill in and sign at the end of the internship.  
**Don’t forget to show him before you leave!**

We confirm that the trainee fulfilled the training programme in our company during the given period.

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Supervisor Date Stemp/Signature

**Week 1**

Sunday (xx/xx/xx)

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Monday (xx/xx/xx)

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**Week 2**

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#### FINAL confirmation

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| Competences OF THE TRAINEE | | | **Score** | |
| Professional knowledge | | 1. Does the trainee understand the basic techniques? | A – B – C – D |  |
| **SKILLS** | 2. Practical skills: ability to apply the basic techniques on an independent basis | | A – B – C – D |  |
| 3. Technical analysis and problem-solving skills – Critical thinking | | A – B – C – D |  |
| 4. Language skills – Communicative skills | | A – B – C – D |  |
| **ATTITUDES** | 5. Order, punctuality and work speed | | A – B – C – D |  |
| 6. Motivation: attention, interest, independent work, commitment | | A – B – C – D |  |
| 7. Finishing off: execute assignments completely and properly, understanding quality | | A – B – C – D |  |
| 8. Respect, positive attitude (tolerance, courtesy, decent language, no bullying, acceptance of authority, respect for multiculturalism, care for material) | | A – B – C – D |  |
| 9. Social behaviour, working in a group (attitude towards co-workers) | | A – B – C – D |  |
| 10. Ability to take initiative, act independently - Flexibility, creativity and inventiveness | | A – B – C – D |  |
| **General evaluation:** | | | A – B – C – D |  |

**A** = excellent (9-10) **B** = good (8-7) **C** = sufficient (6-5) **D** = insufficient (4-0)