Erasmus traineeship interim report – structure

Range of the report A4, approx 250 words – Czech / Slovak / English

Surname, First name, Faculty, BUT ID

Name of the organization / institution where I am on traineeship

Country

**Interim report from Erasmus traineeship / alumni traineeship**

The content of the report should cover these areas, but the outcome is entirely up to you.

* Description of daily routine and workload
* the entrusted and performed tasks
* description of the working environment (corporate culture, whether you have been included / feel integrated, how you feel there)
* interesting moments or tasks you have come across
* whether you have been prepared from university for your internship well or if you have any shortcomings
* Possible recommendations for other participants, comments
* \*photos if you think they could complement your message and if you want to provide us

We would like to inform you that the text of the interim report or only part of it and any photos provided by you can be chosen by the Erasmus + coordinator as a suitable source for informing other BUT students about the experience of your internship via social networks and BUT websites. In this case, upon receipt of the interim report, the authorized person (Erasmus + coordinator) will contact you. We assure you that the information from the internship and any photos will be published only after we receive your permission and only with the name of the host institution, your first name and the faculty you are studying at.