



INTERNSHIP ATTENDANCE RECORD
(to be filled in by company tutor)

A. General Information

Internship locality			
Company name			
Address	Street, no.	Postcode, town/city	
	Province:	Country:	
Tutor		Tel: Fax:	Email:

The intern _____

born on _____, in _____

is a student of the BSc in Multilingual Communication, and studying the following major:

- Lifelong learning and Human Resources Management
- Cultural and Non-profit Management
- Communicators in multilingual companies and institutions
- Knowledge Management in Library settings

at the Faculty of Education of the Free University of Bolzano, in _____ semester, during the period from _____ till _____, carried out _____ working hours of the following period of internship, as indicated below.

B. Details of internship

Contents of internship: _____

Total days absent: _____ days of due illness: _____

other absences: _____ reasons: _____

C. During the internship period, the intern showed the following characteristics (please tick the relevant box each time).

	excellent	good	adequate	poor
Team spirit and willingness				
Punctuality				
Precision in work				
Level of independence				
Commitment and interest shown				
General knowledge of the subject				
Reliability				
Consistency in quality				
Communicative skills				

Overall evaluation:

Place/date: _____ Signature of tutor: _____

The University tutor _____ declares
 that the required results during the authorized internship period have been achieved have not
 been achieved (put a cross in the corresponding space)

_____ Place, date

_____ Signature of the University tutor

Reasons for failure to achieve required results:
