



PRACTICAL TRAINING REPORT

Language for Careers (International Program)

(Your internship photo collage)

Mr/Miss.....

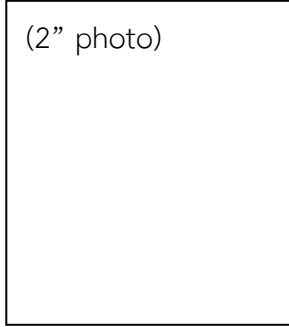
Student ID Number.....

From-

(Month/Date/Year- Month/Date/Year)

(06/14/2016-08/15-2016)

Faculty of Humanities



Profile

1. Personal Profile

Name.....Last name.....

Address.....
.....

Telephone number.....Email.....

2. Training information

2.1 Company name.....

Address.....
.....

Business category.....

Telephone number.....Email.....

HR contact person.....

Telephone number.....Email.....

2.2 Internship Position 1.

2.

3.

Job description 1.

2.

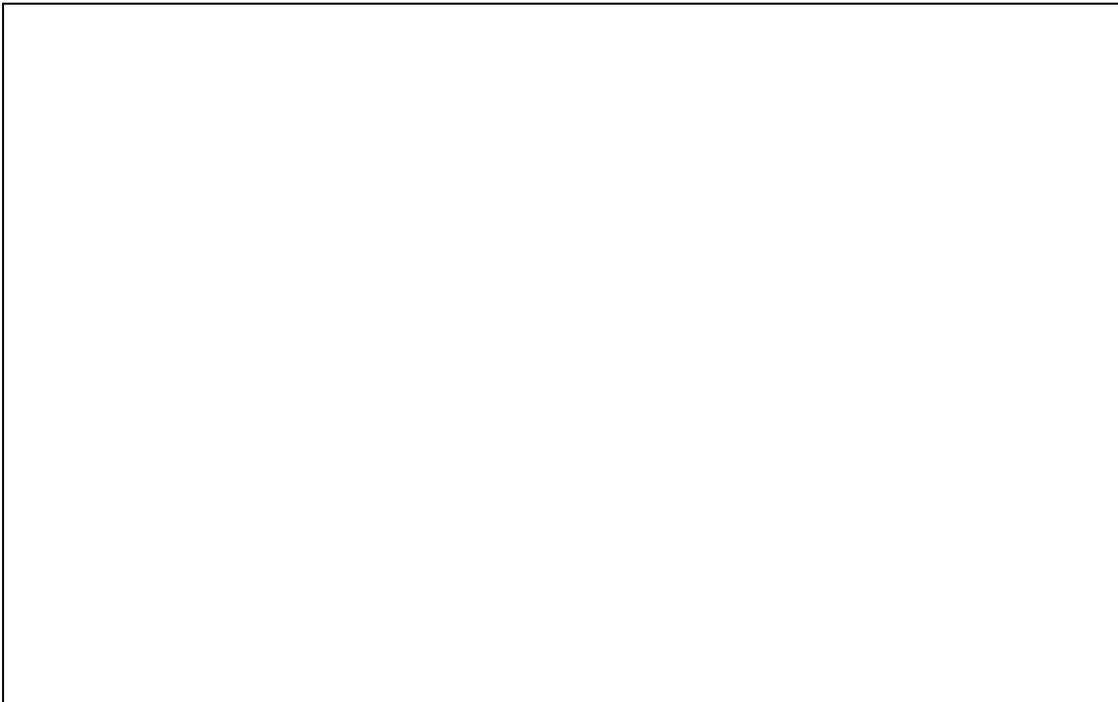
3.

Supervisor

Required Training Period 8 weeks or 320 hours

Student's Training Period weeks or hours

3. Examples of training tasks (at least 10 Photos with captions)



4. Video clip

A 10-minute video clip which shows the student's regular duties and an interview with the supervisor including his/her comments and feedback on the intern's performance must be submitted two weeks after the end of the internship.

Log Book

Mr./Miss..... Student ID Number.....

Week (Month/Day/Year)	Task	Experience	Problem and Solution
(Example) Week 1 06/15/2016)	Welcoming international hotel guests	Learn how to speak and use technical terms in hotel and tourism business	I could not communicate with Chinese and Indian guests/ I ask them to speak slowly and repeat it again.

.....
(.....)
Supervisor's signature

Time Sheet

Mr./Miss..... Student ID Number.....

Week (Month/Day/Year)	Signature	Time	Signature	Time
(06/15/2016)	(Student's)	8.00	(Student's)	16.00

.....
 (.....)
 Supervisor's signature