**521027S Advanced practical training 5 ECTS – Final report**

Practical training includes a final report in which the student reflects the outcome of the internship period and the effect of practical training on personal skills. These are the instructions for making the report.

Learning goals for practical training for the internship pilot are set as follows:

1. *Student can apply knowledge and skills learned during university studies to complete work assignments in his/her own field.*
2. *Student can evaluate and develop himself/herself as a learner and a worker.*
3. *Student knows how to plan and evaluate his/her use of time and working methods.*
4. *Student is capable of working in systematic and goal-oriented manner in group as well as independently.*
5. *Student can name important factors that direct the actions of work community and the employer.*
6. *Student can name duties where he/she can work after graduating from university.*

Writing the report and reflection may require the acquisition of the additional information from the employer organization and/or the matters that have been learned earlier. Examine your internship period especially in relation to the learning objectives set for the internship. The purpose of the report is to emphasize the importance of the big picture: connection between the work assignments, studies and the internship organization.

When writing the report, keep in mind that confidential information must not be published. If you are uncertain whether you can include some matters in the report, always ask permission from the employer.

Contents of the report:

1. **Cover page**
2. **Preparation**

How did you find the internship opportunity? What available material did you utilize when searching for internship placements (info lectures, workshops, guides etc.)? What kind of support would you have liked to have more?

1. **Employer and internship organization**

Describe the structure of your training organization as a diagram. On the chart, mark the part of the organization where you worked in and the parts you cooperated with. What are the most important target groups / customers of the internship organization? How did you deal with different target groups? What areas of development did you identify in the internship organization during the period? What development measures would you recommend for the identified areas? Did you make any new contacts while working? Did you feel that you adapted well to the work environment? What social activities did you participate in (coffee breaks, extracurricular activities with co-workers, etc.)?

1. **Duties and assignments**

Describe the tasks you performed in as much detail as possible. What areas of development did you identify in the work-related processes during the internship? What development measures would you recommend for the identified areas? What kind of leadership practices did you encounter at work? What kind of independent decisions did you make and what responsibilities were given to you during the internship?

1. **Fulfilment of plans and personal development**

How well did your plan for the internship period and learning goals come true? How did already completed university studies help you in your internship? Did you encounter problems where you could not immediately find solution? How did you act in these situations? Where do you think you succeeded? What are your strengths as an employee?

1. **The application of skills in future**

What kind of personal development goals would you set for yourself as a student and an employee? Did you find new possible duties where you would like to work after graduating? Did you update your personal study plan based on internship? How did you update you CV and social media profiles after internship (give concrete examples)? Would you recommend this employer to other students?

1. **Suggestions for improving the degree program**

What kind of suggestions would you give to the degree program now after completing the internship? How to improve the quality of education?

**The minimum length for the report is 5 A4 pages in addition to cover page and list of contents (font size max 12, line spacing 1,5). Do not include the questions presented above to your report.** There is no limit for maximum length.

The report will be graded within three weeks. The student will be informed about missing information and given instructions how to make needed corrections. Failing to make the suggested corrections or not supplying needed attachment can lead to a failed grade. The course is graded as pass/fail.

**Internship report cover page**

**Course code and name:**

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| **Internship information** | |
| Name |  |
| Student number |  |
| Email |  |
| Phone |  |
| Study program and starting year |  |
| Employer |  |
| Place of work |  |
| Employers address and phone number |  |
| Internship time period (start-end) |  |
| **Internship report revision by employer** | |
| Date | Employers signature |
|  |  |
| Clarification of signature and position |  |
| **Acceptance of internship by study program** | |
| Date | Signature |
|  |  |
| Clarification of signature and position |  |