

UAAH

Student Internship Reflection and Summary Report

STUDENT ORIENTATION SERVICES

Name & Surname (s) :

Title:

THE FOLLOWING STUDENT INTERNSHIP REFLECTION & SUMMARY REPORT MUST A NARRATIVE OF THE STUDENTS EXPERIENCE AND DEVELOPMENT THROUGHOUT THE INTERNSHIP WITH THE PURPOSE OF EVALUATION BY YOUR ACADEMIC ADVISOR. THIS DESCRIPTION IS ESSENTIAL TO OBTAINING A GRADE FOR THE COURSE AND TO EARNING ACADEMIC CREDIT FOR PREVIOUS ACADEMIC PLANS. THE STUDENT IS RESPONSIBLE FOR MAINTAINING A CONSISTENT AND COMPREHENSIVE ACCOUNT OF HIS/HER EXPERIENCE USING THIS NOTEBOOK FROM THE START DATE TO THE END DATE OF THE INTERNSHIP.



Student Instructions

Once both the student and the internship supervisor from the professional organization have signed the Internship Annex-Agreement, the company will keep a copy for their records. This document binds the agreement by both participating parties, however does not imply the certified completion of the internship.

In accordance with Article 14, of the Royal Decree 1707/2011, it is Essentials that the following **Student Internship Reflection & Summary Report** is completed, which can be sent via email, using this document. The Office of Student Orientation Services will then send the completed document to the corresponding academic advisor overseeing your internship.

Given the academic nature of the internship as well as the confidentiality of evaluation, the internship supervisor from the company/outside organization will directly send this **summary report** to the academic advisor, through the Office of Student Orientation Services and never through the student.

Should there be any difficulties regarding this process, you may find the academic advisor's email address in the Internship Agreement, or you may contact the Office of Student Orientation Services by email practicas.empresas@uah.es or by phone 91 885 64 71 / 77 / 81.

Students will be able to continue participating in their internships after September 30, as usual while they remain registered in classes. In the case that the student completes the necessary credits for the general requirements for graduation during the course of the internship, the student's participation in the internship must end no later than September 30, of the academic course.

Any impact or change that may arise during the course of the internship, the following parties must be notified: the internship supervisor, the Office of Student Orientation Services by email practicas.empresas@uah.es , or the academic advisor.

This report must be kept confidential and will be accessible to those who will evaluate the student's performance. The final student internship evaluation will be completed by the company's internship supervisor, using a Summary Report which will describe the student's performance throughout the internship period, according to the subject course description. The student's personal information will be incorporated and processed in the document files of first and second year students, whose objective is the possession of a university record, leading toward obtaining a degree and adhering to the proper legal guideline and provisions. The party responsible for the file is the Vice Rector of Students and Sports. Students may contact the Office of Student Orientation Services in order to request access, rectification, cancellation and opposition on their own behalf.

On the other hand, the grading process will be finalized with the internship evaluation that the student will complete via the Internship Feedback Survey, upon adherence with the quality guidelines of the UAH as well as the academic material of the course subject.

1. Student Personal Information

| | | |
|---|------------|----------------|
| Surnames(s): | | |
| Name: | e- mail: | |
| I.D: | Telephone: | Date of Birth: |
| Title of Course: | | |
| <input type="checkbox"/> REQUEST OF CREDIT RECOGNITION | | |
| Only for those student under previous course study plans who shall request free-elective credits (3 year diploma plan and 5 year diploma plan) | | |

2. INTERNSHIP COMPANY INFORMATION

| | |
|--|--------------------|
| Name of Company or Organization (Corporation, institution ,etc): | |
| Professional Field/ Area: | |
| Start Date: | End Date: |
| Number of Days a Week: | Total Daily Hours: |

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|------------------------------|
| Worksite address: |
| Company contact information: |

3. SPECIFIC DESCRIPTION OF INTERNSHIP TASKS

3.1 Please provide a detailed description of tasks performed throughout the internship and the departments in which the intern has participated

5. Identify how the internship has contributed to your academic learning experience

6. The following are main evaluative criteria that most companies use as a reference when interviewing university graduates. Mark and explain which of the following criteria that you feel you have developed throughout the course of the internship from 1 to 5.

| Knowledge / Skills | 1 | 2 | 3 | 4 | 5 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| TECHNICAL ABILITIES | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| LEARNING ABILITIES | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TASK MANAGEMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VERBAL COMMUNICATION SKILLS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WRITTEN COMMUNICATION SKILLS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SENSE OF RESPONSIBILITY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABILITY TO ADAPT TO NEW ENVIRONMENTS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CREATIVITY AND INICIATIVE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PERSONAL EFFORT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MOTIVATION | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABILITY TO TAKE CONSTRUCTIVE CRITICISM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PUNCTUALITY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PROFESSION ATTITUDE AND BEHAVIOR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABILITY TO WORK IN TEAMS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| LANGUAGE LEVEL FLUENCY (Please specify language) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| LANGUAGE LEVEL FLUENCY (Please specify language) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GLOBAL CULTURAL KNOWLEDGE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OTHER: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OTHER: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OTHER: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. SATISFACTION SURVEY

One the internship has ended and finalized, please complete the Satisfaction Survey, keeping in mind the quality standards of the UAH related to academic unit for this subject..

Signature and Date