|  |  |
| --- | --- |
| **Certificate of competencies** |  |

**INTERNSHIP REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section A – Personal Data** | | | |
| Family name |  | | |
| Name |  | | |
| Date of birth |  | | |
| Place of birth |  | Prov. |  |
| Address |  | | |
| Fiscal Code |  | | |
| Study |  | | |
| Signature of intern |  | | |

|  |  |
| --- | --- |
| **Section B – Card Data** | |
| Organization | Liceo Scientifico Linguistico Statale Giordano Bruno - Melzo Cassano d’Adda |
| Certificate number | === |
| Date of issue | === |

|  |  |  |  |  |  |  |
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| **Section C – Organizations Data** | | | | | | |
| C1 | Institution /Organization | Liceo Scientifico Linguistico Statale G. Bruno - Melzo Cassano d’Adda | | | | |
| Legal representative | | Headmaster | | Preside Anna Negri | | |
| School supervisor | |  | | | | |
| Position in the organization | |  | | | | |
| Telephone | |  | | | | |
| E-mail | |  | | | | |
|  | | | | | | |
| C2 | Host company / institution |  | | | | |
| Legal representative | |  | | | | |
| Company supervisor | |  | | | | |
| Position in the company/institution | |  | | | | |
| Telephone | |  | | | | |
| E-mail | |  | | | | |
|  | |  | | | | |
| C3 | Internship subjects |  | | | | |
| Learning objectives | |  | | | | |
| Length of internship | | from |  | | to |  |
| Department / office | |  | | | | |

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| --- | --- |
| **Section D – Acquired competencies at the end of internship** | |
| Job profile |  |
| Activities and tasks  *(the intern’s activity and tasks, the area of the company or organization and the staff involved)* |  |
| Technical and professional competencies, skills and knowledge acquired by the intern |  |
| Organisational competencies, skills and knowledge acquired by the intern |  |
| ICT competencies, skills and knowledge acquired by the intern |  |
| Language competencies, skills and knowledge acquired by the intern |  |

**Assessment of applied and cross-curricular skills**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Tick as appropriate (from 1 = poor/absent to 10 = excellent)* | |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | Diagnostic ability |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Interpersonal skills |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Critical Thinking and Problem Solving |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Decision making skills |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Communication skills |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Organisational skills |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Time management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Adaptability to new environment/situation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Stress tolerance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Teamwork, Collaboration and Leadership |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Initiative and Self-Management Skills |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Flexibility |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | Ability to overview |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  | Signature of the Company supervisor |
| Date |  |  |  |
|  |  |  |  |