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*Inter-university Master in Advanced English Studies and Its Applications*

**FACULTADE DE FILOLOXÍA (USC)**

**FACULTADE DE FILOLOXÍA (UDC)**

**FACULTADE DE FILOLOXÍA E TRADUCIÓN (UVigo)**

**REPORT ON EXTERNAL INTERNSHIP WITH COLLABORATING ENTITIES**

**ACADEMIC YEAR 2021/2022**

**STUDENT NAME AND SURNAMES:**

**Instructions for the student:**

This External Internship Report requires and compels the student's responsibility and involvement, and should reflect the development of the internship completed, which will facilitate the final evaluation by the academic tutor.

For each answer, the student can use as much space as he or she may consider appropriate.

Any incident or modification that may arise in the working conditions of the internship should be communicated to the tutor of the external entity, to the academic tutor, and to the academic commission of the Facultade de Filoloxía.

You can download this Report from the “Prácticas Externas” section of the USC Facultade de Filoloxía web page:

<http://www.usc.es/gl/centros/filoloxia/outra_informacion/practicas_externas/practicas.html>.

1. STUDENT INFORMATION

Surnames:

Name:

DNI:

Telephone:

Email:

2. GENERAL INFORMATION ABOUT THE INTERNSHIP

Collaborating Entity:

Department/Section/Area (if applicable):

Start date: End date:

Days per week: Hours per day:

Address of the Centre where the internship was carried out:

Tutor in the collaborating entity:

Position: Telephone: Email:

Academic tutor:

Department (if applicable): Telephone: Email:

3. ANALYSIS OF YOUR INTERNSHIP PERIOD (For each response use as much space as you deem necessary. In section 3.3 you may add as many rows as you consider appropriate)

3.1. List the aims of the internship conducted, then give a summarised description of them.

Aims:

General description:

3.2. Complete a simple organisation chart of the entity in which you carried out your internship, indicating the position you occupied. If the entity has different sections or departments, then include the interdepartmental connections most relevant to the section in which you carried out your internship. Should you have any questions in relation to this, consult with your tutor from that entity.

3.3. Write a detailed and chronological account of the activities carried out (on a weekly scale) during the internship period. Indicate what tools and resources were used (software, equipment or any other relevant materials). In each case you should also include a critical reflection on the organisation of the area(s) in which you carried out your work and, when applicable, any improvements you might suggest.

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| PERIOD  | WORK DONE |
| PERIOD  | WORK DONE |

3.4. Which of the courses undertaken during this degree proved most useful to adequately carrying out your internship? Explain your answer.

3.5. Indicate as a percentage, from lowest to greatest academic achievement / educational attainment (0-25%; 25%-50%; 50%-75%; 75-100%), the effectiveness of the internship and its value as a complement to the training acquired during this degree. Explain your answer.

3.6. Give your overall assessment of the internship, including any suggestions for its possible improvement.

Place, date, and signature of the student:

EXTERNAL INTERNSHIP ACADEMIC TUTOR