Erasmus traineeship interim report – structure

Range of the report A4, approx 250 words – Czech / Slovak / English

Surname, First name, Faculty

Name of the organization / institution where I am on traineeship

Country

**Interim report from Erasmus traineeship / alumni traineeship**

The content of the report should cover these areas, but the outcome is entirely up to you.

* Description of daily routine and workload
* the entrusted and performed tasks
* description of the working environment (corporate culture, whether you have been included / feel integrated, how you feel there)
* interesting moments or tasks you have come across
* whether you have been prepared from university for your internship well or if you have any shortcomings
* Possible recommendations for other participants, comments