



Open your mind. LUT.
Lappeenranta University of Technology

Name		Student ID number	
E-mail		Phone	
Degree programme		Major subject	
Dept. internship coordinator		Employer's contact person and contact details	

Employer	Job title	Dates

See instructions for further information

Applying for the job
(how you applied for the job,
the stages involved)

Job description
(title such as trainee, assistant,
etc., and a brief description of the
duties)

Start of work
(employment contract,
orientation, getting to know the
workplace/community/duties,
rules and instructions,
employee's responsibilities and
rights; whether information on the
above was provided)

Observations about the job
(e.g. organisation of work/production, management, working methods, working environment and its safety, meetings, working hours, absences and reporting them, taking days off)

Observations about the working community
(interaction at work, teams/working groups and their internal cooperation, other social activities during work and breaks, such as office parties or sports teams, etc.)

Termination of the employment relationship
(practices related to the termination of the employment relationship, such as going-away parties, or a lack thereof, procedures/instructions of the employer at the end of the relationship)

What did you learn? How did you apply the knowledge and skills you have acquired during your studies to your work?