

# INTERNSHIP

## SUBJECT TO THE JPM723 SCHEME TO BE REGISTERED IN SIS<sup>1</sup>

Charles University, Faculty of Social Sciences, International Economic and Political Studies

Name of the student/intern:	
Name of the institution of internship and address:	
Location of internship:	
Contact person:	
Work position:	
E-mail address:	
Telephone:	
Expected start and end of internship:	
Expected duration in working hours:	

Expected workload and the list of main tasks to be performed by the intern:

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Comments on how the internship and expected performance will upgrade the intern's professional skills:

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Date:

Please append a photocopy of the work contract specifying this internship.

Please send this form via e-mail to the coordinator of the IEPS program.

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<sup>1</sup> The minimal duration of internship is 100 working hours. The trainee can register to the JPM723 only after the internship is approved! After the end of internship, two reports must be sent to the IEPS coordinator who will assess the grade and record it in SIS: (1) A personal report containing an explanation how the internship enhanced your professional proficiency. It would be appreciated if you attached documents proving your work (e.g. analytical studies, etc.). (2) Filled confidential "Report of the Institution of Internship" with the evaluation of the trainee's performance, using the form of IEPS, which is sent to the IEPS coordinator directly by the internship institution. The grade depends on the professional quality of internship.