**PRACTICE JOURNAL**

(Practical Training Scheme for Individual Practice in an External Institution)

|  |  |
| --- | --- |
| **Name of student** |  |
| **Neptun code** |  |
| **Specialization** |  |
| **Course name** |  |
| **Neptun code of course** |  |
| **Place of practice** |  |
| **Practitioner's name** |  |
| **Semester** |  |

# OBJECTIVES AND TASKS OF PROFESSIONAL PRACTICE

The purpose of the professional practice is to provide students with theoretical knowledge in the activities of adult education- and public education institutions, in the organization of events or trainings, in Human Resource management and counselling at various organizations and institutions.

* Application practice, that is to test the application of acquired knowledge and practical skills in the actual work environment, workplace projects or (depending on job) alone, in corporate and institutional co-operation.
* Application practice is the development of practical skills and competences, which also includes the development of employee competences for professional and vocational training.

**1.1. Concrete tasks based on the training output requirements, may be as follows:**

Human Resource consulting:

* Involvement in Human Resource assurance and development processes
* Participating in Human Resource consulting activities
* Research and training project work

**1.2. Competencies to be developed:**

Professional competencies:

* Deepening the knowledge gained through theoretical training, through independent and experiential learning.

Personal and social competencies:

* Responsibility
* Creativity, flexibility
* Reliability
* Cooperation skills
* Problem-solving skills
* Adaptation to others
* Ability to mobilize people and groups for a purpose
* Empathy, tolerance
* Self-awareness, self-esteem
* Commitment to quality

Occupational competencies:

* Independence
* Self-management
* Time management
* Self-evaluation
* Responsibility

# DURATION OF PROFESSIONAL PRACTICE

The duration of the professional practice is determined in the syllabus of the course. The timing of the professional practice is based on a mutual understanding between the student and the practitioner.

# EVALUATION OF PROFESSIONAL PRACTICE

Evaluation of professional practice can be determined on the basis of the professional performance during the process and the qualitative development of personal and social features.

Evaluation of the professional practice is complex: the student (self-assessment) and the practical instructor (ex-ec tutor) assigned to the practical place are both forming an opinion. The student will receive the signature if the Practice Journal is completed in full, signed by the Practitioner, which demonstrates the successful completion of the practice. The practical mark is determined by the instructor responsible for the course based on the conditions specified in the syllabus of the course.

The deadline for submission of the Practice Journal is determined in the semester's syllabus.

# PARTS OF THE PRACTICE JOURNAL

The Practice Journal must be submitted as one document, in the form and manner determined in the syllabus, and must include the following:

* **Professional report** (see criteria in Annex 1)
* **Evaluation form** (Annex 2)
* **Self-evaluation questionnaire** (Annex 3)
* **Certificate/Letter of reference** (Annex 4)

Annex 1

Criteria for the professional report

**I. Identification data on the front page of the Practice Journal**

**II. General part**

1. Describe the location of the internship, its wider physical environment, the circumstances affecting the organization's history, its activities and its basic functions.
2. Describe the external environment of the institution (its place in the institutional system, its legal environment, its financing, its relations system, its competitors, cooperation with other institutions, etc.).
3. Describe the company's organizational culture.
* Image (elements that provide its unique feature)
* Internal environment (mission, organizational structure, staff composition, infrastructure, organizational atmosphere, organizational learning, etc.)
* Work schedule
* PR and marketing activities
* Customer service activities
1. Analysis of webpage

**III. Professional part**

1. Name the tasks given for a specific week/day in details. If you have been assigned tasks that you have to perform on a continuous basis (over several weeks), describe your work in details after each work phase completed.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Number of hours | Task, project (details) | Other |
|  |  |  |  |
|  |  |  |  |

*The rows and columns in the table can be expanded as needed.*

1. Indicate the deadline for completing the task.
2. Describe what kind of IT tools and other office equipment you had at hand to solve your tasks.
3. Describe whether or not you have asked for help to solve a subtask during a given week.
4. Specify what kind of assistance you have been given for successful work.
5. Make an assessment of your work:
* Did you finish the job before the deadline?
* If you could not complete your assignment or had a longer deadline for the task, indicate for the following week, where you stand with the assigned work, how you have to schedule work to be ready for a deadline. Describe your activity in the process.
1. Name the skills that helped you succeed in your tasks.
2. Describe the knowledge and skills that were missing during the internship, or which would have enabled a faster work.
3. Describe whether your job has been accepted by a professional manager after completion of the job or there was a need for correction or supplementation. If your job was not accepted, indicate what kind of additions and corrections were needed.

Annex 2

EVALUATION FORM

For the evaluation of students participating in professional practice

(evaluation of the external practice place)

In order to ensure continuous quality control of our professional work, please fill in the following Evaluation Form and give it to the student after the professional practice has terminated.

Name of student:

Duration of professional practice: from 20. to 20.

Name of cooperating partner company:

Address:

Name, position and contact detail of the external practitioner: ……………………………………..

…………………………………………………………………………………………………

Suggested practical mark for evaluating the student’s work: …………………………………

Do you think the student developed during the practice in the following features? Please tick the correct answer.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes, developed** | **Not developed** | **Cannot be assessed** |
| **Attitude** |  |  |  |
| **Professional knowledge** |  |  |  |
| **Responsibility** |  |  |  |
| **Autonomy** |  |  |  |
| **Organizational skills** |  |  |  |
| **Problem-solving skills** |  |  |  |
| **Willingness to cooperate** |  |  |  |
| **Communication skills** |  |  |  |

…………………………………………

Signature of external practitioner

Annex 3

SELF-EVALUATION QUESTIONNAIRE

For students participating in professional practice

1. What kind of knowledge and experience have you gained during your professional practice about that specific field and the world of work?

1. Which are the three most important competencies that are essential for successful work in the area where you spent your practice?

1. What were the three most important competencies needed during the professional practice?

1. Based on your experience during the professional practice, what do you think your level is in the following features?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal features** | **Fully** | **To a large extent** | **To a medium extent** | **To a small extent** | **Not at all** |
| **Responsibility** |  |  |  |  |  |
| **Endurance** |  |  |  |  |  |
| **Creativity** |  |  |  |  |  |
| **Reliability** |  |  |  |  |  |
| **Autonomy** |  |  |  |  |  |
| **Accuracy, precision** |  |  |  |  |  |
| **Organizing skills** |  |  |  |  |  |
| **Diligence, striving** |  |  |  |  |  |
| **Capacity** |  |  |  |  |  |
| **Tolerance** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Social features** | **Fully** | **To a large extent** | **To a medium extent** | **To a small extent** | **Not at all** |
| **Interpersonal skills** |  |  |  |  |  |
| **Initiation capabilities** |  |  |  |  |  |
| **Firmness** |  |  |  |  |  |
| **Ability to compromise** |  |  |  |  |  |
| **Empathy** |  |  |  |  |  |
| **Helpfulness** |  |  |  |  |  |
| **Motivation** |  |  |  |  |  |
| **Controllability** |  |  |  |  |  |
| **Tolerance** |  |  |  |  |  |
| **Teamwork** |  |  |  |  |  |
| **Conflict-solving skills** |  |  |  |  |  |

1. Based on the previous table, which features do you think you best developed during the professional practice?

1. What could be the shortcomings of your practical performance?

1. Do you think you were able to fully meet the expectations of the external practitioner? If no, what could have been the problem?

…………………………………………………………………………………………….

1. Was there a task you couldn’t solve alone and needed help? Did you get any help? If yes, from whom?

1. Professionally, did you learn anything of prominence during the professional practice? Whom did you learn the most from (e.g. from co-workers, within the framework of project work, etc.)?

1. What kind of knowledge, acquired during previous studies was useful during the practice?

1. Did you have any theoretical, professional knowledge, the lack of which hindered you while working?

1. In your opinion, did you do a useful job for the host organization/company?

1. Do you think that participation in the professional practice will help you integrate into the labour market? If yes, why?

Annex 4

CERTIFICATE/LETTER OF REFERENCE

About professional practice/Based on work conducted during the professional practice

I officially certify that the following student spent his/her professional practice at our organization/company from 20…year ………..month ……..day to 20....year ……….month ……..day. The trainee participated in the professional practice as a student of Eötvös Loránd University, Pedagogical and Psychological Faculty, studying …………………………., and spent ……….. hours of practice at our organization.

|  |
| --- |
| **Data of student** |
| Name: |
| Address: |
| Phone: |
| **Data of practice place** |
| Name of organization: |
| Address: |
| Phone: |
| **Data of external practitioner** |
| Name: |
| Phone: |
| E-mail: |
| Position: |

**Description of the most important activities performed by the student** (Please, deal with individual tasks and project work separately.)

**Assessment of student’s work**(reliability, attitude, individual work, quality of work, general performance):

Date: …………………………….

…………………………………….. …………………………….………

External practitioner Instructor responsible for course