

# 20 학 년 도

## Internship Practice Diary

Internship Period	From 20    ,    ,    (    일 간 주 당    시 간 ) To    20    ,    ,	
Internship Company		
Internship Student	Department	Department
	Student ID	
	Name	(sign)

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[http:// www.woosong.ac.kr](http://www.woosong.ac.kr)

# A General Opinion on Internship

# **I . Internship Purpose**

The purpose of the internship is to develop useful personnel who can contribute to the development of national industries by understanding the rapidly developing industrial areas by completing internships at companies for a certain period of time, and by developing practical skills, by visiting, analyzing, and experiencing the industrial operation processes.

## **II. Intern's Compliance**

1. The trainee should take part in the internship with a sense of responsibility as a member of the industrial field.
2. The trainee must accept and comply with the on-site leader's instructions in the manner of learning, always respect and observe.
3. The internship hours will be based on the working hours of the company. Besides, the trainee must observe the work process, understand the duties, and develop adaptability.
4. They are encouraged to develop an attitude that helps to study and solve the problems that might occur during the internship period.
5. Special attention should be paid to all acts that causes any disgrace to the identity of the student and school.
6. If anything special happens during the internship period, the trainee must contact the head of the department or the advisor professor and report the facts and get important instructions.
7. In order to prevent any accidents from happening, safety regulations must be complied.
8. The trainee should have a respect to the workplace and have a sense of mission and belonging to work.
9. The assignments should be fulfilled diligently and record them daily and when the internship finishes the result of the internship should be reported to the school.

## **III. Internship practice dairy submission and evaluation**

·Internship exercise diary – Each week, the details of the internship (work) are recorded, inspected, and the details of the week's work experience are recorded, and the final data shall be submitted to the department within one week of the internship's completion. The department conducts a final evaluation (accreditation status) by compiling the internship practice dairy, reports, and industry evaluations.

Internship Performance Record		
Duty (work) Week and Date	The details of main duty (work)	Thoughts about the performance of duty (work)
[Week 1] Month    Date – Month    Date		
[Week 2] Month    Date – Month    Date		
[Week 3] Month    Date – Month    Date		
[Week 4] Month    Date – Month    Date		
[Week 5] Month    Date – Month    Date		
[Week 6] Month    Date – Month    Date		
[Week 7] Month    Date – Month    Date		

20    year    month    date

Student: \_\_\_\_\_ (Sign)

Confirmor(Advisor Professor): \_\_\_\_\_ (Sign)

# Internship Performance Record

Duty (work) Week and Date	The details of main duty (work)	Thoughts about the performance of duty (work)
[Week 8] Month    Date – Month    Date		
[Week 9] Month    Date – Month    Date		
[Week 10] Month    Date – Month    Date		
[Week 11] Month    Date – Month    Date		
[Week 12] Month    Date – Month    Date		
[Week 13] Month    Date – Month    Date		
[Week 14] Month    Date – Month    Date		
[Week 15] Month    Date – Month    Date		

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Student: \_\_\_\_\_ (Sign)

Confirmor(Advisor Professor): \_\_\_\_\_ (Sign)