

Degree Programme in International Business

**PRACTICAL TRAINING REPORT**

The aim of the practical training report is to ensure that the students

* Will be able to perceive the practical training period as a whole unit and course
* Can demonstrate that they are familiar with all the operations and activities in their practical training place
* Can describe their own duties and how they relate to the organisation as a whole
* Can think about their own learning and assess their practical training period in relation to what they have learnt there

The report must emphasise the students’ own learning, development and experiences. The report also provides information on how successful the practical training arrangements were.

Reporting Instructions

* The training report must be written according to general reporting guidelines in good English using an academic style.

It should include a cover sheet, table of contents and after the main body of the text there should be a bibliography and appendices.

The general instructions can be found at Kajak.fi/Studying/Important Links/Toolbox for Project Learning

* The following issues should be clearly expressed in your report:
	+ a description of the practical training place organisation
	+ your own work duties
	+ a description of your own learning assignment and its evaluation
	+ targets that were reached, knowledge and skills
	+ the relationship between your work and your theoretical studies
	+ consider whether it would be possible to continue working in the same organisation
	+ an evaluation of the practical training period, discuss your own activities and how and what you need to develop

The most important issue is to discuss and evaluate your own learning and the whole practical training period from the point of view of what and how you have learnt. USE A DISCURSIVE STYLE!

* The report must be at least 5 –6 pages long (the length of the text itself) of which one page is the description of the organisation where you completed your practical training.
* Attach the Practical Training Report Appendices Form (available from the Net) and any appendices concerning your learning assignment to your report.