



ALMATY MANAGEMENT UNIVERSITY

INTERNSHIP DIARY

Student _____

Major _____

Year _____

Form of tuition _____

Place of Internship _____

Almaty - 2015

INTERNSHIP PASSING PERIOD

1. Arrived at the place on “ _____ ” _____ 20 ____ .

Signature and seal

2. Appointed as a _____
(workplace, occupation)

and started work on “ _____ ” _____ 20 ____ .

Signature and seal

3. Transferred to _____ as a _____
(workplace, occupation)

4. Assigned to university “ _____ ” _____ 20 ____ .

Signature and seal

NOTES by STUDENT-INTERNS

Month	Number of working days	Number of missed days	
		without any reason	due to reason

WORK SAFETY INSTRUCTIONS

Type of instructions	Date	Instructor Name	Student Signature
1. Introductory instructions			
2. Instructions at a workplace			
3. Instructions due to workplace change			

WORK PERFORMANCE REGISTRATION

Date	Work Description	Supervisor signature

Date	Work Description	Supervisor signature

