



VILNIAUS VERSLO KOLEGIJA

INTERNSHIP GUIDELINES AND PROCEDURES

**Taikomosios anglų kalbos
studijų programos studentams**

Vilnius

2014

1. THE AIMS AND OBJECTIVES OF THE INTERNSHIP

An internship is a special learning arrangement between a private company or governmental institution either in Lithuania or abroad and Vilnius Business College that allows students to use their knowledge and skills acquired in the course of studies in a professional setting. The internship is part of the College Applied English Study Programme and earns you academic credits. The second- year internship earns you 12 ECTS credits and lasts for about 2 months. The third- year final internship also earns you 12 credits and lasts for 2 months. These guidelines mostly apply to the second- year internship.

The internship provides you with opportunities to test your knowledge and skills in real life. During internship, you will apply your theoretical knowledge and abilities to practical work situations and projects, and acquire the necessary skills and techniques, directly applicable to your future career. The internship will give you job exposure and enhance your future employment opportunities. Internship experience will provide you with necessary skills and competences needed for full-time employment in the area of your specialization upon graduation. Moreover, the internship will give you the opportunity to develop your team work skills, enhance your responsible attitude to work assignments and prepare you for effective interpersonal relationships at work. To sum up, the internship will bridge the gap between your classroom-based knowledge and newly-acquired practical work experience.

The internship is expected to be both learning and mentoring experience. It means that during your internship you will apply what you have learned in class at lectures, tutorials and seminars, and add new things under professional supervision in a company/institution.

By doing internship in a company or an institution in your field of study (Applied English Studies), you will have an opportunity to work with professionals in the field, apply classroom knowledge to working day problem situations, and learn first-hand about the demands and rewards of work in a particular field. The internship will also give you a chance to network with people in the field. Therefore, internship will not only give you hands-on-experience and contacts but may also turn into a full-time job after graduation, or a part-time job while you still study. It is an excellent opportunity to observe professionals at work, learn from them, apply what you already know and further develop your skills.

The internship actively involves three responsible parties: an intern (a student of Applied English Study programme at VBC), a mentor/supervisor at the internship company, and an internship coordinator at the Department of Foreign Languages at VBC. Effective internship is guaranteed once these three parties get actively involved and cooperate in the internship procedures.

The aims of the internship are targeted to help you:

- gain on-the-job work experience;

- link the theoretical classroom-acquired knowledge with practical experience;
- acquire specific job skills
- assess your knowledge and skills, and identify trouble spots or points for improvement;
- establish professional contacts in the field;
- and collect your Professional Portfolio materials.

As it is self-evident, the internship will not only give you new learning experience, but it will also provide you with professional skills and work experience that you will be able to make use of later on and include into your CV/resume when applying for a job.

2. ACCEPTABLE INTERNSHIP PLACEMENTS

Internship should be organized in the field of your study programme. As you are a student of Applied English Study programme, your internship must involve practical application of English language skills as the primary activity, and business management as a desirable secondary activity. Potential internship placements should include application of skills and knowledge you have learned in the following courses: Language Practice, Translation Theory and Practice, specialised Translation courses, specialised Business English courses, Communication courses, Business Writing as well as Integrated Business Studies module. It means that only those internships that are mainly focused on English skill-related activities will be approved. However, it does not mean that you should seek an internship placement in the field of translation alone, or should limit yourself to internship in exclusively translation-focused companies. Your internship placement is also acceptable in a company/institution that uses English as a language of communication, a language of medium, or in a company which has a network of foreign partners, clients or suppliers, also a company, which promotes its products and services in English. In other words, your internship placement should grant you a possibility of active application of your English language skills in business settings. For example, a proposed internship site, in which you will receive training as a sales assistant dealing in Lithuanian market, falls outside these internship criteria and will not be approved. However, a proposed internship, in which you will act as a sales assistant dealing with foreign clients and which will involve communication in English, incl. correspondence, telephone communication, contacting partners and suppliers, and preparing promotional materials in English, will be approved.

You should make an attempt to get an internship that is closely related to the type of work you would like to do after graduation. Having experience in a particular type of professional work during your internship is a very practical way of deciding if it is really what you want to do in the future. Your work experience is also important to employers, so if you decide to look for employment in the same field after graduation, you will already have gained relevant work experience, which you can include into your CV.

Before you agree upon your internship placement, make sure you know what you will be allowed to do and what kind of tasks you will be given. If the tasks do not promise any kind of

activities involving your English language knowledge and skills, then, most probably, this internship is not right for you. However, do not be a passive observer expecting an ideal internship placement to come across in some miraculous way and do not limit yourself exclusively to the ideas, coming from your potential internship supervisor in the company. Be proactive and creative yourself, and be always ready to come up with proposals as to how the internship will benefit the company. For example, you may suggest taking up responsibilities for the following at the company:

- creating/translating promotional materials into English (booklets, posters, etc.) that will attract new clients;
- translating/revising company's website into English that will position the company online in a more professional way;
- developing company presentation in English (incl. its history, products, services, clients, etc.) that will help the company to find new partners;
- preparing internal or external newsletters in English that will promote company's products or services, inform of the latest news, developments and events in the company;
- and doing some other activities at your choice.

Your proposals and activities will allow the company to see the benefits of having you in the company as an intern. Even though you may not necessarily be able to take an active part in the company's primary activities, you will create an added value for the company with your knowledge and skills of English.

Also, while 'selling' yourself to the company, do not miss the chance of highlighting the point that you studied not only General and Business English, but you also did an extensive module of Integrated Business Studies, which included Management, Marketing, Personnel Management, Basics of Finance, and Business Plan Development as well as a number of subjects of English for Specific Purposes which included Business Writing, English for Marketing and Management, English for Finance and Accounting, and you are able to handle different tasks in these areas.

Getting an internship where you will be allowed to actively apply your English language skills will provide you with a Professional Portfolio that will already have a number of 'products' developed by you, and, as a candidate for a job in the future you will be able to demonstrate them to your potential employer. Also, when you sit an interview for your first career position, you'll have some professional experience in discussing matters with your interviewers.

3. WHERE AND HOW TO FIND AN INTERNSHIP PLACEMENT

First of all, start with the directory of internship placements on the website of VBC. Lithuanian companies and institutions often send in their requests/adverts for interns outlining the nature and scope of work they can offer. These request/adverts are collected and stored at <http://www.kolegija.lt/naujas/index.php/Studentams/Praktiku-vietos.-Praktikos> . The directory is

regularly updated, therefore, make sure you check it frequently while you are in the process of internship finding. Also, check the College notice board as some job/internship postings are placed directly there.

Second, speak to your Internship Coordinator at the Department of Foreign Languages at VBC. Sometimes, proposals for internship placements are discussed among department staff and lecturers, and your interest in them might be an important factor in deciding to agree on that internship.

Third, speak to your fellow-students on the study programme and other College students, especially the senior ones that have already had an internship, and they are sure to give you some good advice based on their personal experience. Approach your tutors and ask them for advice and contacts.

Finally, there is one more, not necessarily the easiest but usually a very effective, way. Prepare for the internship in the same way as you would prepare for finding your first job. Check online job portals as they normally have sections for internships, look through magazines and newspapers advertising latest job and internship postings, check organisations, networks and company's job posting sections. Find an internship that is suitable to you, get your letter of application and CV ready and secure yourself an interview. Another way is to find a company you would like to work for and approach them directly, even if they do not advertise that they need interns. Pick up the phone and give a call to their personnel manager introducing yourself and your background, and outlining the benefits your internship could bring to the company. Alternatively, prepare a letter of application and CV and send them out, soon following them by a phone call. The important thing is that your letter of application, CV and interview should demonstrate why it is beneficial for them to have you as an intern. If you succeed in this, there is a big chance of getting your internship placement approved of.

As you can see, finding an internship placement is quite an extended process, and, therefore, you should start way in advance to make sure that once the time for internship starts you start your internship rather than still continuing your internship seeking process as yet. Give at least 3 weeks for active search of the internship before the internship period starts. Otherwise, you will continue postponing your internship starting date, which will result in not having enough time to earn the necessary credits for your studies, to write an adequate project report, and, eventually, a failure in the internship assessment.

4. PREPARING FOR INTERNSHIP INTERVIEWS

Some companies can require that you should attend an interview as part of the enrolment procedure.

Prepare for your internship interview just the same way you would prepare for a job interview.

Make certain you have your CV well written and, possibly, a portfolio (a collection of your works, e.g. translations, samples of promotional materials prepared by you, etc.). Do not forget to include the classes you attended at VBC, which are relevant to the type of internship you are applying for.

Before you go for the interview, make a list of questions you want to ask. Though the interviewer will ask most of the questions, you will have an opportunity to get some answers yourself. Find out about specific responsibilities on the internship, work schedules, and varied professional development opportunities.

Dress appropriately for the interview. Keep in mind this internship's interview may open you a door to your full-time (or at least part-time) job, therefore, make sure to do your best beginning with day one.

5. INTERNSHIP DIARY

Keeping an internship diary means documenting your daily activities, thoughts, ideas, also recording problem cases that you encountered as well as solutions you found, with passages of self-reflection included in it. Your Final Report writing task will be easier if you keep a diary of your daily activities as an intern. Since your internship will last for at least two months and might stretch out into longer periods of time, trying to remember and write down precisely what you did and when you did it might be an overwhelming task. The process of such report writing can be difficult and not effective. Therefore, it is a good idea to keep an internship diary where you document your activities every week, noting down what you did, what problems you have encountered, how you managed to solve them, etc. Do not write every single activity you did (e.g. made 10 paper copies of the report, and 2 cups of coffee for the company visitors😊), however, note down important activities.

A diary means not only writing down your activities but also reflecting on your performance, analysing your strengths and weaknesses, seeing where you need to improve, etc. Also, be sure to read the Internship Report Writing Guidelines (Appendix 4) before you start the internship. It will give you further guidance and the sort of information you will need for the Internship Report. Additionally, be sure to collect the documents you will need for the Internship Portfolio. Make copies of documents, texts you translated or prepared yourself, copies of correspondence you were responsible for, etc.

6. INTERNSHIP STAGES

Normally, the internship process is arranged along the following stages:

1. Finding an internship placement (incl. preparing letters of application, interviews, etc.)
2. Preparing an internship proposal outlining the internship goals and aims.

3. Submitting an internship proposal to the Internship Coordinator at the Department of Foreign Languages.
4. Getting the Internship Coordinator's approval on internship proposal.
5. Signing a three party internship agreement between VBC, company/organisation providing internship placement and a student.
6. Starting an internship.
7. Consulting regularly with the Internship Coordinator on internship activities relating to English language use and translation.
8. Finishing an internship.
9. Writing and submitting your Internship Report including your Internship Portfolio.
10. Presenting the results of your internship to the Internship Commission at the Department of Foreign Languages.
11. Getting assessment (graded) for your Internship.

The internship schedule can be found at the end of these Guidelines (Appendix 1).

7. INTERNSHIP PROPOSAL

Before agreeing with the company/organisation on your internship placement and signing an internship agreement you have to get the Internship Coordinator's approval for your Internship Proposal. The Internship Proposal includes your learning objectives and intended outcomes. It also includes a short description of the company/organisation you will be doing your internship at, expected nature and scope of work you will be doing and who will be supervising you. An Internship Proposal Form can be found at the end of these Guidelines (Appendix 2). A sample internship proposal can be found at the end of these Guidelines (Appendix 3).

8. INTERNSHIP REPORT

An Internship Report Form may be found at the end of these Guidelines (Appendix 4). This section deals with general guidelines for the Internship Report writing.

Your Internship Report will be assessed by your Internship Coordinator and will receive grades or 'unsatisfactory' assessment. Unsatisfactory reports will be returned to you for revision; a second 'unsatisfactory' grade on the same report will mean that you failed your internship. Therefore, spend time on writing your Final Report, make sure you follow the guidelines provided and adhere to the Internship Report Form. The most important thing is that your Report is free from any wrong spelling and grammar uses, or it will automatically receive lower grades. A high number of spelling and grammar mistakes will result in getting 'unsatisfactory' grade, and the report will be returned for revision.

Once you have completed your first draft, put it away and give your mind a rest. When you take it out again, start revising. Make sure you follow the rules of clear and simple writing, avoid ambiguous words and long complicated sentences, and split your ideas into separate paragraphs and separate sections.

Your final version of the Report should be of high quality in terms of grammar and spelling as well as content.

9. INTERNSHIP EVALUATION AND ASSESSMENT

Alongside your Internship Report, you will have to provide an Internship Evaluation Form completed by your on-the-job supervisor. This evaluation will focus on your learning objectives that were identified at the start of the internship. Your supervisor should take time to evaluate both your positive accomplishments and weaknesses. The Internship Evaluation Form is given in Appendix 5.

Your final internship grade will be based on the Internship Evaluation by the company supervisor (50%) and your Internship Report and internship outcomes presentation (50%).

10. INTERNSHIP PORTFOLIO

A Portfolio means a collection of documents that demonstrate your internship achievements, i.e. the texts you have prepared, documents you translated, etc.

The following documents should be included into your final Internship Report:

1. Company description: mission, vision, values, short overview of company's activities, history, employees, services it provides, products it produces, etc. (translated from Lithuanian, Lithuanian original included, or prepared in English).
2. Promotional company presentation (ppt presentation) that can be used for advertising the company, company's products and services for new clients and partners (10-15 slides).
3. Company's website in English/translating into English (a table with 2 columns: Lithuanian version and English version). In case the English translation is ready, please review it, give your evaluation, correct any mistakes if found, etc.
4. Translation of promotional booklets, flyers, brochures or any other promotional materials into English. Please remember to include original Lithuanian materials.
5. Agendas and minutes of meetings/negotiations with foreign partners and clients (if you take part in meetings/negotiations).
6. Copies of your correspondence with foreign partners or translations of correspondence (make sure you include the original Lithuanian versions).
7. Copies of marketing communication, advertising campaigns in English or translation (make sure you include the original Lithuanian versions).
8. Any other documents prepared by you or the ones that you helped to prepare and that demonstrate your Internship outcomes.

INTERNSHIP SCHEDULE (for the 2nd year of studies)

Stage	Deadline
Finding an internship placement	April 11
Submitting Internship Proposal	April 15
Getting the Internship Coordinator's approval on Internship Proposal.	April 20
Signing an Internship Agreement	May 1
Starting an internship	May 1
Finishing an internship	September 1
Submitting Internship Report	October 1
Presenting internship results	October 15
Getting assessment	November 1

Internship Schedule may slightly vary from year to year. The given dates are approximate for you to get a general idea.

INTERNSHIP PROPOSAL

Student Name: _____

Study Programme: _____

Study Year: _____

Date: _____

Name of Internship Company: _____

Address: _____

Telephone: _____

Internship Supervisor Name: _____

Telephone: _____

Email: _____

Start/End dates of Internship: _____

Number of Hours of Work/Week: _____

Internship Proposal Details

1. Background. Describe your educational and professional background (e.g. your study programme, study year, courses you have taken in the College and, possibly, outside the College, course work essays and reports you have written, any work experience, extracurricular activities that relate to your internship) , 1-2 paragraphs.
2. Proposed internship goals and objectives. Describe what you expect to get from your internship, what the aims of your internship are, how the internship will reinforce your studies and how it will assist you in your career goals, 2-3 paragraphs.
3. Internship experience. Describe what your internship responsibilities will be, what tasks you will be doing, what the company will expect from you as an intern, how you will communicate and cooperate with your colleagues, 1-2 paragraphs.
4. Present the readings that you will need for you to do the internship successfully (you may include text books on business writing, language practice course books, communication textbooks, professional magazines, business management books and any other professional readings including internet resources). In listing the readings use the bibliographic format.

Approved by: _____

Date: _____

Internship Coordinator _____

SAMPLE INTERNSHIP PROPOSAL

Student Name: Vardenis Pavardenis

Study Programme: Business Communication

Study Year: 2nd

Date: February 20, 2009

Name of Internship Employer: UAB Kompanija

Address: Vilniaus g. 15, Vilnius

Telephone: +370 5 2151515

Internship Supervisor Name: Vardene Pavardene

Telephone: +370 5 2151516

Email: vardene.pavardene@gmail.com

Start/End dates of Internship: April 1, 2009-June 3, 2009

Number of Hours of Work/Week: 24 hours/week

Internship Proposal Details

1. Background

I am a second year student majoring in Business Communication at the Institute of Foreign Languages. I have completed the following courses: Communication Theory, Intercultural Communication, Academic Reading and Writing, Business Writing and Communication, etc. I have written course work papers in Cross-cultural Communication and Public Speaking (titles of papers indicated).

My hands-on experience includes volunteering for the Independent Cinema Festival organisational activities where I volunteered as an assistant to the Communication Manager. I took part in these activities in years 2008-2009. My main responsibilities were: (write in). I have a lot of writing experience as I was a regular writer for my secondary school online blog. The topics covered included sports and art activities of our school students, etc.

2. Proposed internship goals and objectives

The internship I propose at UAB Kompanija will include taking part in promotional campaign projects. It will provide me with practical experience and knowledge in the field of marketing communication. I plan to increase my knowledge of marketing communication activities, develop communication skills needed for the job, learn marketing and communication terminology in English, learn to write promotional texts in English, translate product information materials from Lithuanian into English, learn what marketing communication management team does and gain skills in email communication. The internship will provide me with opportunities to get on-the-job work experience and acquire job skills.

I would like you to assess my knowledge and skills already gained on the study programme at College and point out where I need improvement in terms of my English language skills when I get back to my 3rd year of studies.

3. Internship experience

My internship will approximately last for 8 weeks, with 24 working hours per week. My responsibilities will include translating promotional texts, working with marketing communication team, developing texts in English, taking part in correspondence with foreign partners, assisting company manager in communicating with foreign clients, doing other duties assigned by the manager.

4. Readings and source materials

Dictionaries, writing course books, etc.

Approved by: _____

Date: _____

Internship Coordinator _____

INTERNSHIP REPORT WRITING GUIDELINES

Generally, the Internship Report demonstrates that you are able to describe and evaluate your work situation professionally. It also develops your writing skills because you have to logically and systematically, in correct English, describe your internship and your internship results, including the preparation of your Internship Portfolio. It also makes you think about your internship in terms of your learning objectives, i.e. the skills and knowledge you have acquired, and knowledge and skills you still need to gain once you get back to your classroom studies. Also, the Report is part of documentation about your progress on the study programme for the Department of Foreign Languages at Vilnius Business College.

The following guidelines outline the specific requirements for the Internship Report in terms of the overall structure and separate sections.

THE STRUCTURE

Normally, the Internship Report is of the following structure:

- Title page
- Table of contents
- Main body
- References/List of sources
- Appendices (Internship Portfolio)

Further on, a detailed description of each of the sections is given.

- Title page comprises the Report title, company's name and location; date of report; student's name, email address, study year, college name.
- Table of contents lists all sections and sub-sections and uses the same numbering system throughout the Report.
- Main body:
 1. Introduction outlines the aims and objectives of your internship, specifically, what you want to learn during this internship. You should write about your technical skills, creative problem-solving, communication skills, English language knowledge and skills, translation skills and other learning outcomes (1-2 paragraphs). You may use some sections from your Internship Proposal here.
 2. Main body describes the company and/or department for which you worked and summarises the work you performed at the company. Specify how you managed or failed to achieve your aims and say why it turned one way or the other.

- 2.1. Getting the Internship. Describe how you got the internship (offerings seminar, networking, web portal, ads, on the net, etc)? How did you get the idea to get an internship with this company, who did you talk with? Did you encounter any problems in getting an internship? Did you attend any interview? Why did you think this internship was right for you? (1-2 paragraphs).
- 2.2. Internship company/institution. Describe the company at which you did your internship, its business objectives and its position in the industry: what products or services does it offer? Who are its customers? How many employees work there? How is it structured in terms of divisions and departments? Who are its principal competitors? (1-2 paragraphs).
- 2.3. Your responsibilities and duties. Describe the assignments you were given. Do not describe your day-to-day activities; rather outline your main involvements during the internship, indicating the approximate number of hours spent on the activities. For which department were you working? Did you work for one department or were you assigned to several departments? What were your daily, weekly, monthly tasks? Write about any events or team activities you were involved in. Were you able to get training directly under the supervisor? What did you learn from your supervisor? (2-3 paragraphs).
- 2.4. Applying your skills and knowledge. Note the particular skills you used during the internship. These will include your personal skills, e.g. your ability to write correct English as well as technical skills, e.g. using Microsoft Office Word for material editing and formatting. Additionally, write how your College studies helped you to understand professional situations and facilitated problem-solving. Write about subjects and courses that were especially helpful in providing knowledge or skills to you on the job. Did you encounter situations in which you were unable to fulfil assignments? Why was it? How were you able to apply your learning in class to the specific work situations you were involved in? How did this internship help you to develop your English language skills? (2-3 paragraphs).
- 2.5. Evaluating the internship company/supervisor. How did you like the working atmosphere? What was it like to work for this company? Did you feel welcome and well taken care of? How can you describe the relationships with your colleagues and your supervisor? Was your supervisor readily available? (For instance, could you speak with the person once a week if needed?) Did your supervisor have expert knowledge or skills that related to your job activities? Did you receive any feedback about your work performance? Did the internship supervisor encourage you to take the initiative in deciding how a particular task should be accomplished? (2-3 paragraphs).
- 2.6. Suggestions for better internship handling. Having completed your internship, what suggestions do you have to offer now for improving the way the company organises internship placements? Would you encourage other students to get internship opportunities with this company/institution?
3. Conclusions: What was especially interesting or memorable? What was good or bad about your experiences? Why? What are your wishes directed towards your Applied English Language studies and/or your future career? Was your academic knowledge sufficient for the internship? What kind of knowledge did you lack? Did this experience help you decide which area you should focus more on in your future career? What was the most important thing you learned from this internship in relation to the career you

wish to pursue? What strengths and weaknesses did you discover in yourself, what do you still need to learn and improve? (2-3 paragraphs). In writing this section, be sure to avoid overgeneralisations, and try to be specific. Such phrases as “I realised that I still need to learn a lot” or “I lack English language skills” do not say much and thus have no value for your Report. Therefore, be specific about what exactly you need to learn, say precisely what skills you lack and what ways you see to gain them. Be frank and honest as much as you can.

4. References/List of sources: indicate the textbooks, articles, websites, etc. you used.
5. Appendices: Internship Portfolio.

THE FORMAT

The Report should include the Title page, the Contents page and the Main body (according to the structure outlined above). The Report should be submitted in a **paper version**, printed out on A4 paper format, and uploaded onto the VLE of VBC. The recommended font size is 12 pt, normal font, the line spacing is 1.5. The heading and subheadings (if needed) should be used to provide a required structure for the Report, with recommended character size 14 pt bold. The pages have to be numbered.

The recommended outline of the title page is:

<p>VILNIUS BUSINESS COLLEGE (14 PT) DEPARTMENT OF FOREIGN LANGUAGES (12 pt) APPLIED ENGLISH STUDY PROGRAMME (12 pt)</p> <p>INTERNSHIP REPORT (16 pt) COMPANY'S NAME AND LOCATION (14 pt)</p> <p>Student: name and surname, study year Internship Coordinator: name and surname</p> <p>Date:</p>
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**STUDENTĄ PRAKTIKAI PRIĖMUSIOS INSTITUCIJOS ATSLIEPIMAI APIE
PRAKTIKĄ ATLIKUSĮ STUDENTĄ**

Studentas: _____

Studijų vieta, programa, kursas: _____

Institucijos pavadinimas, adresas, tel.: _____

Praktikos vadovas institucijoje, el.paštas: _____

Praktikos laikas: _____

STUDENTO MOKOMOSIOS PRAKTIKOS VERTINIMAS

1. Studento asmeninės savybės ir įgūdžiai (iniciatyvumas, pareigingumas, kūrybingumas, atsakingumas, gebėjimas dirbti komandoje ir kt.)

2. Studento profesinis pasirėngimas (anglų kalbos žinios ir įgūdžiai, vertimo įgūdžiai, kompiuterinis raštingumas, komunikaciniai įgūdžiai, administravimo ir verslo procesų žinios).

3. Atliktų užduočių kokybė _____

4. Praktinio darbo įvertinimas balais _____

**Priimančios organizacijos praktikos
vadovas** _____

(vardas, pavardė, pareigos)

Praktikos vadovas (vardas, pavardė, parašas):

Vieta antspaudui:

Vieta, data:

VILNIAUS VERSLO KOLEGIJA

TAIKOMOSIOS ANGLŲ KALBOS STUDIJŲ PROGRAMA

3 KURSO BAIGIAMOJI VERTIMO PRAKTIKA

Aplanko/Portfolio struktūra:

Turinys/Contents

Įžanginė dalis/Introduction

Reference Section - vertėjui svarbi profesinė informacija; viena šios skilties dalis galėtų sutapti pas visus studentus (kai kas – dėstytojo pasiūlyta), o kita dalis turėtų būti sukaupta individualiai – įvairūs dalykai APIE vertimą; galima įtraukti ir žiemos atsiskaitymui studento individualiai pasirinktą ir parengtą fragmentą iš *Routledge Encyclopedia*;

Tips and Hints - vertimo praktikai naudingi kalbos taikymo atvejai (atskiros frazės, neatitikimo tarp anglų ir lietuvių kalbų pavyzdžiai žodžių junginių, sakinių ar pastraipų pavidalu); taip pat pastebėjimai iš asmeninės vertimo patirties;

Samples of Individually - translated Pieces (done by students themselves);

Samples of Classwork or Teamwork Translation (including peer-editing);

Different/ Miscellany (at students' choice);

Student's Reflection on the Final Translation Practice; feedback suggestions and wishes;

References/List of Sources (used while compiling the Portfolio).

Birutė Bersėnienė

Užsienio kalbų katedros vedėja

2014-08-24