

INTERNATIONAL HELLENIC UNIVERSITY

FACULTY of SOCIAL SCIENCES



DEPT. of EARLY CHILDHOOD EDUCATION & CARE

WORK PLACEMENT RECORD BOOK

Work Placement Syllabus Outline

The aim in work placement for the students in the Department of Early Childhood education & Care of the International Hellenic University is the application of the knowledge acquired during their studies.

This field work outline concerns a work placement period (3 months and more). During this period the student should be trained in all activities of the placement unit or service that are related to his/her specialty.

Instructions on How to Fill in this Book

The book of work placement is maintained by the trainee student throughout the duration of training process and cannot be replaced by any other document concerning student evaluation.

- 1. At the end of each month of work placement the trainee prepares a report on work experiences in the related part of this book (Tables 1).
- 2. The agency where the trainee works through a designated supervisor writes on a monthly basis summary reports of the trainee's performance by filling in the relevant table (Tables 2).
- 3. On a monthly basis the student's instructor also writes reports in the related part of this book (Table 3).

After the completion of the traineeship:

- 4. The trainee writes down in the related part of this book the general observations on his/her working experiences (Table a).
- 5. The agency where the trainee worked through the designated supervisor, writes down his/her comments in the related part of this book (Table b).
- 6. The student's instructor writes down his/her observations (Table c).

In the end the coordinator of the department, where the student belongs, evaluates the work placement process and writes down the final comments in the related part of this book.

PROFILE OF TRAINEE STUDENT

NAME	
FATHER'S NAME	
DATE OF BIRTH	
PLACE OF BIRTH	
PLACE OF RESIDENSE	
STUDENT'S REGISTER NUMBER	
OCCUPATION AGENT	
OUTSET OF WORK	
PLACEMENT	
TERMINATION OF WORK PLACEMENT	

MONTLY PAGE IN WORK PLACEMENT (1)					
MONTH: 1 ST	MONTH	YEAR			
SUMMARY OF ACCOMPLISHED WORK					
Trainee's Si	gnature	For the agency, the supervisor			
Date		Name Capacity Signature			

1 ST MONTH: MC	NTHLY PAG	GE IN WORK PL	ACEMENT (2)			
Page No week fromtoto						
Notes – Remarks	Notes – Remarks:					
			Tra	inee's Signature		
			 Date			
A BRIEF PROGRE	SS REPORT	FOR THE TRAII	NEE			
BY THE SUPERVI	SOR OF THE	AGENCY				
TRAINEES	VERY	GOOD	AVERAGE	OBSERVATIONS		
COMPETENCE	GOOD			Reasons for exceptional or		
				in-complete work		
INITIATIVE						
RESPONSI-						
BILITY						
ABILITY TO CO-OPORATE						
QUALITATIVE						
EFFICIENCY						
QUANTITATIVE						
EFFICIENCY						
KEEPING OF						
WORKING-						
HOURS				FOR THE AGENCY		
				THE SUPERVISOR		
				Name		
DILICENCE				Capacity		
DILIGENCE- ZEAL						
ENTHUSIASM				Signature		
2.4111001/10141				Date		

MONTH: 1 ST	MONTH		
	SUBJECTS OF TRAINII	NG IN FIELD WORK	
	Circular (III)	de d'altre de la	
	Signature of the Stu	dent sinstructor	
	Date		

MONTLY P	PAGE IN WORK PLACEMENT (1)
MONTH: 2 ND MONTH	
SUMMARY	OF ACCOMPLISHED WORK
Trainee's Signature	For the agency, the supervisor
	Name
	Capacity
Date	Signature
	5-5-10-01

2 ND MONTH: MONTHLY PAGE IN WORK PLACEMENT (2)				
Page No week fromtoto				
Notes – Remarks	:			
			Tr	ainee's Signature
				5
			•••••	
			Date	
	A BI	RIEF PROGRE	SS REPORT FOR	THE TRAINEE
		BY THE SUPE	RVISOR OF THE	AGENCY
TRAINEES	VERY	GOOD	AVERAGE	OBSERVATIONS
COMPETENCE	GOOD	GOOD	AVENAGE	Reasons for exceptional or
COMPLIENCE	GOOD			in-complete work
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				Name
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DILIGENCE-				
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ENTHUSIASM				Signature
				Date
			I	

MONTH: 2 ND	MONT	TH
	SUBJECTS OF TRAIN	NING IN FIELD WORK
		Signature of the Student's Instructor
		Date

MONTLY	PAGE IN WORK PLACEMENT (1)
MONTH: 3 RD MONTH	
SYMMAR	Y OF ACCOMPLISHED WORK
Trainee's Signature	For the agency, the supervisor
	Name
	Name
	Capacity
Date	Signature
	Signature

3 RD MONTH: MONTHLY PAGE IN WORK PLACEMENT (2) Page Noweek fromtoto				
Notes – Remarks	:			
			Т	rainee's Signature
			Date	
	A BR	RIEF PROGRES	SS REPORT FOR	THE TRAINEE
		BY THE SUPE	RVISOR OF THE	AGENCY
TRAINEES	VERY	GOOD	AVERAGE	OBSERVATIONS
COMPETENCE	GOOD			Reasons for exceptional or
				in-complete work
INITIATIVE				
RESPONSI-				-
BILITY				
ABILITY TO				_
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KEEPING OF				
WORKING-				
HOURS				FOR THE AGENCY THE SUPERVISOR
				THE SUPERVISOR
				Name
DILIGENCE-				Capacity
ZEAL				
ENTHUSIASM				Signature
				Date

MONTHLY REPORT OF STUDENTS' S INSTRUCTOR (3) MONTH: 3RD MONTH _____ SUBJECTS OF TRAINING IN FIELD WORK

Signature of the Student's Instructor
Data
Date

MONTLY PAGE	IN WORK PLACEMENT (1)
MONTH: 4 TH MONTH	
SYMMARY OF A	ACCOMPLISHED WORK
	T
Trainee's Signature	For the agency, the supervisor
	Name
	Capacity
Date	
	Signature

4 TH MONTH: MONTHLY PAGE IN WORK PLACEMENT (2) Page Noweek fromtototo				
Tage No				
Notes – Remarks	:			
			T	rainee's Signature
			Date	
	A RD	IEE DDOGDE	SS REPORT FOR	THE TRAINEE
		BY THE SUPE	RVISOR OF THE	AGENCY
TRAINEES	VERY	GOOD	AVERAGE	OBSERVATIONS
COMPETENCE	GOOD			Reasons for exceptional or
				in-complete work
INITIATIVE				
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HOURS				FOR THE AGENCY
				THE SUPERVISOR
				Name
DILIGENCE-				Capacity
ZEAL				
ENTHUSIASM				Signature
				Date

MONTH: 4 TH MONT		ITH
	SUBJECTS OF TRA	INING IN FIELD WORK
		Signature of the Student's Instructor

MONTLY	PAGE IN WORK PLACEMENT (1)	
MONTH: 5 TH MONTH		
SYMMAR	RY OF ACCOMPLISHED WORK	
Trainee's Signature	For the agency, the supervisor	
	Name	
Data	Capacity	
Date	Signature	

5 TH MONTH: MONTHLY PAGE IN WORK PLACEMENT (2) Page No week fromtoto				
Notes – Remarks	:			
			Tı	rainee's Signature
			 Date	
	A BF	RIEF PROGRE	SS REPORT FOR	THE TRAINEE
BY THE SUPERVISOR OF THE AGENCY				
TRAINEES	VERY	GOOD	AVERAGE	OBSERVATIONS
COMPETENCE	GOOD			Reasons for exceptional or
				in-complete work
INITIATIVE				
RESPONSI-				
BILITY				
ABILITY TO				
CO-OPORATE				
QUALITATIVE				
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KEEPING OF				1
WORKING-				
HOURS				FOR THE AGENCY
				THE SUPERVISOR
				Name
5				Capacity
DILIGENCE-				
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ENTHUSIASM				Signature
				Date

ONTH: 5 TH	MONTH	
	SUBJECTS OF TRAINII	NG IN FIELD WORK
•		Signature of the Student's Instructor
		Date

MC	ONTLY PAGE IN WORK PLACEMENT (1)	
MONTH: 6 TH MONT	тн	
SYN	MMARY OF ACCOMPLISHED WORK	
Trainee's Signature	For the agency, the supervisor	
	Name	
	Capacity	
Date		
	Signature	

Page No				ORK PLACEMENT (2)
Notes – Remarks	:			
			T T	rainee's Signature
			"	ialliee's Signature
			Date	
	A BR	IEF PROGRE	SS REPORT FOR	THE TRAINEE
		BY THE SUPE	RVISOR OF THE	AGENCY
TRAINEES	VERY	GOOD	AVERAGE	OBSERVATIONS
COMPETENCE	GOOD			Reasons for exceptional or
				in-complete work
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HOURS				FOR THE AGENCY THE SUPERVISOR
				THE SOF ERVISOR
				Name
DILIGENCE-				Capacity
ZEAL				
ENTHUSIASM				Signature
				Date

MONTHLY REPORT OF STUDENTS' S INSTRUCTOR (3) MONTH: 6TH MONTH _____ SUBJECTS OF TRAINING IN FIELD WORK Signature of the Student's Instructor Date.....

TRAINEE'S GENERAL NOTES – OBSERVATIONS		
ON WORK EXPERIENCES (a)		
	(
	·	
	Signature of trainee	
	Date	

WORK PLACEMENT SUPERVISOR GENERAL NOTES AND OBSERVATIONS (b) Signature of work placement supervisor Date.....

STUDENTS' S INSTRUCTOR			
GENERAL NOTES AND OBSERVATIONS (c)			
_	_		
	Signature of student's instructor		
	Jighatare of student 3 mstructor		
	Date		