

RF Ministry of Education Ulyanovsk State University	Form	
Internship diary for MF students		

INTERNSHIP DIARY

(type of practicum: educational internship, on-the-job training)

Student of medical faculty

Specialty _____

Year of study _____ Group _____

Student's Full Name _____

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Practicum Instructions

Student's Full Name

(surname; first, middle and last names)

is assigned to _____ practical training
(type of practical training: filed, hospital)

in _____
city _____ hospital _____

Duration of practical training

from _____ till _____

Group Manager (UISU)

seal here

Dean of the department _____

(signature)

Preceptor

(position held, surname, first name and patronymic)

seal here

arrived at hospital

« _____ » _____ 20 _____ г. _____

signature

seal here

left for hospital

« _____ » _____ 20 _____ г. _____

signature

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RESOURCE PACK OF INFORMATION

Basic provisions for practical training

Before practical training the Group Manager (UISU):

- instructs the students;
- gives each student an internship diary (business trip permit), personal tasks for practical training;
- checks the availability of two copies of practical skill list per group (one for students and one for the preceptor).

On arrival at the place of internship the student is obliged:

- to come to the organization where he/she is to do an internship strictly in accordance with the terms of practical training signed by the Rector of the University;
- the student who voluntarily changed the place of internship is considered to be absent;
- to meet the person who is responsible for practical training at the organization;
- to submit a health permit to practical training;
- to submit a practical skill list;
- to get an understanding of the workplace and equipment operating rules;
- to get through workplace-related training;
- to set up a schedule, which should be held at the place of work.

During the internship, the student is obliged:

- to comply fully with the rules of internal regulations of the organization where the practical training is held;
- to leave the workplace, only after notifying the Preceptor and the Group Manager (UISU);
- to submit an internship diary for review, comments and signature on demand of the Preceptor/Group Manager; the diary is the main student's document during the practical training, he/she should write down all the work performed, in accordance with the program of practical training; the diary is held at the workplace;

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- during practical training, the student is obliged to master at least 80-90 % of the practical skills specified by the program of practical training;
- to follow the rules of deontology;
- to participate in scientific and rationalization activity in accordance with the personal task.

On completion of the internship, the student is obliged to:

Submit an internship diary to his/her department. The internship diary is to be filled in by the student, signed by the preceptor and the Group manager. It should be certified by the seal of the institution where the practical training took place.

The report on the practical training and submission of the internship diary are held at the Department immediately on completion of internship (within 1-2 days). The student is to submit his/her internship diary to the Department.

A student who has not completed the internship program, or received a negative feedback about his/her work, or interrupted it without permission, or received a low grade, is sent again to practical training again during his/her holidays or can be expelled from the institution because he/she has unfulfilled program requirements as written in the University Charter.

The practical training is graded on a five-point scale (1-5 years of study) and is taken into account when awarding a scholarship and transferring to the next year of study.

II. General rules for keeping the internship diary

1. The internship diary is the main student's document of the during the internship.
2. During practical training, the student briefly writes down in his/her internship diary everything that he/she has and describes the completion of personal tasks.
3. The student is to submit an internship diary for review on demand of the Preceptor/Group Manager. The Preceptor and Group Manager sign the internship diary, make their comments and give students additional tasks.
4. On completion of internship the internship diary and the report should be reviewed by the Preceptor/Group Manager. The Preceptor and Group Manager also sign the internship diary.
5. Delivery of the practice test is carried out at the Department after its

completion. In this case, the student must pass to the Department diary and other reporting materials provided by the program of practice.

Work schedule (plan) and internship dates

work period	student's work place
	department:
	R&D abstract topic
	work in diagnostic (imaging) rooms
	Duty shifts:

Signature:

Group Manager (UISU) _____

Preceptor _____



LIST OF PRACTICAL SKILLS, WITH THE LEVEL OF DEVELOPMENT

№	Practical skill	Observed	Assisted	Performed independently
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				



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22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

LIST OF PRACTICAL SKILLS, WITH THE LEVEL OF DEVELOPMENT

№	Practical skill	Observed	Assisted	Performed independently
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				
41.				
42.				
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Preceptor review on student's internship

Theoretical knowledge and practical skills are fully or partially mastered.

(underline as applicable)

research work / the student demonstrated such personal qualities as: sociability, initiative, responsibility, commitment.

(underline as applicable)

internship reprimands _____

Credit grade

Preceptor

signature _____ surname, first name, patronymic

« ____ » _____ **20** ____ Г.

Group manager (UISU)

Signature _____ surname, first name, patronymic

« ____ » _____ **20** ____ Г.