**INTERNSHIP DIARY**

During the internship, the trainee must periodically complete the internship diary. Records must be made of at least every 40 hours worked. The trainee shall describe the work done at the place of internship during the relevant period in a few sentences.

The diary is made on a computer.

At the end of the internship, the diary is signed by the trainee and the internship manager at the company, and the trainee submits a signed diary to the University of Latvia.

It is recommended to sign the document with an eSignature and submit it to the University of Latvia electronically. (Otherwise, the document must be printed, signed by hand and submitted to the University of Latvia in paper format.)

Usually once a month, the internship manager of the University of Latvia, Prof. Zane Bičevska, requests the trainee to send the electronic version of the diary. This is done so that the organiser of the internship on the part of the University of Latvia is aware of the progress of the internship and corrections can be made, if necessary.

University of Latvia

Faculty of Computing

Raiņa bulvāris 19, Riga, LV-1586

**INTERNSHIP DIARY**

**LU internship manager**

Prof. Zane Bičevska \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

Tel. 67034490, e-mail [zane.bicevska@lu.lv](mailto:zane.bicevska@lu.lv)

**Trainee**

*Name Surname* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

Tel. ......................, e-mail ......................

**Internship company**

*Company name*  
Reg. No. ........................   
Address: ........................

**Internship manager at the company**

Position Name Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

Tel. ......................, e-mail ......................

Internship start date: 18.05.2020

Internship end date: 29.11.2020

| Period (dd.mm.yyyy-dd.mm.yyyy) | Work completed | Hours | Signature of the trainee | Signature of the internship manager at the company |
| --- | --- | --- | --- | --- |
| 18.05.2020-24.05.2020 |  | 40 |  |  |
| 25.05.2020-31.05.2020 |  | 40 |  |  |
| 01.06.2020-07.06.2020 |  | 40 |  |  |
| 08.06.2020-14.06.2020 |  | 40 |  |  |
| 15.06.2020-21.06.2020 |  | 40 |  |  |
| 07.09.2020-13.09.2020 |  | 40 |  |  |
| 14.09.2020-20.09.2020 |  | 40 |  |  |
| 21.09.2020-27.09.2020 |  | 40 |  |  |
| 28.09.2020-04.10.2020 |  | 40 |  |  |
| 05.10.2020-11.10.2020 |  | 40 |  |  |
| 12.10.2020-18.10.2020 |  | 40 |  |  |
| 19.10.2020-25.10.2020 |  | 40 |  |  |
| 26.10.2020-01.11.2020 |  | 40 |  |  |
| 02.11.2020-08.11.2020 |  | 40 |  |  |
| 09.11.2020-15.11.2020 |  | 40 |  |  |
| 16.11.2020-22.11.2020 |  | 40 |  |  |
| 23.11.2020-29.11.2020 |  | 40 |  |  |