**QUESTIONNAIRE FOR MENTORS OF PRACTICAL TRAINING IN THE ORGANIZATION**

*Dear!*

*Thank you for your mentoring. With the desire to check the suitability of the organization and the practical training of students as well as their knowledge, competencies and to gain your opinion to improve this part of the study program, we kindly ask you to complete the evaluation questionnaire.*

*Thank you for your cooperation!*

# Year and program of study for which the student has carried out practical training:

1. What do you think about the preparation and implementation of practical education?

| **Facts about the preparation and implementation of practical training** | **Don't agree at all** | **Don't agree** | **Agree partly** | **Agree mostly** | **Agree completely** | **Don't know** |
| --- | --- | --- | --- | --- | --- | --- |
| The agreement on the carrying out of practical training between the organization and the organizer of PT was professional and correct. |  |  |  |  |  |  |
| The PT agreement between the student and the organization took place easily. |  |  |  |  |  |  |
| I received relevant and timely information about the desired content of practical education from the educational institution. |  |  |  |  |  |  |
| I got enough information about the competences that a student must acquire during the PT from the educational institution. |  |  |  |  |  |  |
| The prepared PT monitoring documentation is appropriate. |  |  |  |  |  |  |
| The student had adequate information on the implementation of practical training upon entering the organization. |  |  |  |  |  |  |
| The student had sufficient knowledge to carry out the assigned tasks. |  |  |  |  |  |  |
| Appropriate conditions and resources in the organization are defined for the implementation of the PT. |  |  |  |  |  |  |
| As a mentor of PT, I participated in designing work tasks for the student. |  |  |  |  |  |  |
| The timing of the PT (term) is appropriate. |  |  |  |  |  |  |

1. What kind of activities, organized by the educational institution would you like to take part at? Several answers are possible.
	1. Training of mentors for practical training.
	2. Consultation with mentors from other organizations.
	3. Meetings with mentors/lecturers of project work/paper.
	4. Meetings with students - potential participants in practical education.
	5. Informative presentations of study programs and objectives of individual programs/subjects.
	6. Other:
2. What does the company acquire through participation in student education?

| **Benefits of practical training for the organization** | **Don't agree at all** | **Don't agree** | **Agree partly** | **Agree mostly** | **Agree completely** | **Don't know** |
| --- | --- | --- | --- | --- | --- | --- |
| Aid for certain work. |  |  |  |  |  |  |
| Getting to know potential staff. |  |  |  |  |  |  |
| Knowledge acquired by the student during the PT can be used for independent work. |  |  |  |  |  |  |
| Students can transfer specific knowledge to colleagues (use of information-communication equipment, individual computer programs, foreign languages ...). |  |  |  |  |  |  |
| Replacement of absent workers. |  |  |  |  |  |  |
| Possibility to plan employee leaves. |  |  |  |  |  |  |
| Well-trained future staff. |  |  |  |  |  |  |

1. To which extent do you agree with the statement:

# I am fully satisfied with the organization and implementation of practical training.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Don't agree at all | Don't agree | Agree partly | Agree mostly | Agree completely |

1. What goals has the student adopted during practical training?

| **Objectives of practical education** | **Don't agree at all** | **Don't agree** | **Agree partly** | **Agree mostly** | **Agree completely** | **Don't know** |
| --- | --- | --- | --- | --- | --- | --- |
| He got to know the role and importance of managing and organizing in the company. |  |  |  |  |  |  |
| He learned about organizing, planning and managing works in the field of professional education. |  |  |  |  |  |  |
| He performed various operational tasks in organizing, planning and managing works in the field of professional education. |  |  |  |  |  |  |
| He carried out various administrative work in connection with documents, contracts and other documents. |  |  |  |  |  |  |
| He communicated with customers, buyers and other business partners, including foreigners. |  |  |  |  |  |  |
| He got to know the general acts and other regulations in the company. |  |  |  |  |  |  |
| He got to know the company's information system. |  |  |  |  |  |  |
| He developed diligence, accuracy and productivity orientation. |  |  |  |  |  |  |
| He combined theoretically acquired knowledge with practical work tasks in the company. |  |  |  |  |  |  |
| He took care of quality assurance in all areas of work and acted in accordance with regulations and good business practices. |  |  |  |  |  |  |
| He got to know the importance of protecting personal data and business secrets. |  |  |  |  |  |  |

1. The best about mentoring was:
2. As a mentor, I missed the most:
3. In order to improve the practical training of students, I suggest:
4. To improve cooperation between the organization and the educational institution, I propose:

**QUESTIONNAIRE ON THE PRACTICAL TRAINING FOR STUDENTS**

*Dear student,*

*since our main goal is to improve the quality of the education process, we would like to find out with your help to find out how satisfied you are with the organization and implementation of practical education. This will help us get information for improvement. We invite you to help us on our way to improving the quality of our school. The questionnaire is anonymous. Thank you for cooperation*.

**Program**:

**Year**:

# Who has arranged the practical training in the organization?

* 1. Myself. b) My educational institution. c) Other

# To what extent have you already known the organization where you had your training?

* 1. Haven't known the organization.
	2. Have had just a few information about it.
	3. Have known it well.

# Mark the level of acquired knowledge and experience in practical education

|  |  |  |  |
| --- | --- | --- | --- |
| **Gained knowledge and experience** | **Not at all** | **Partly** | **Completely** |
| I got to know the role and importance of running and organizing in the organization. |  |  |  |
| I got to know the organization of work from the professional field and other business functions of the company. |  |  |  |
| I did a variety of operational work from professional field. |  |  |  |
| I carried out various administrative work in connection with documentation, contracts and other documents. |  |  |  |
| I communicated with customers, buyers and other business partners, also foreign. |  |  |  |
| I learned about the importance of positive motivation at work. |  |  |  |
| I got to know general regulations and other regulations in the company. |  |  |  |

| **Gained knowledge and experience** | **Not at all** | **Partly** | **Completely** |
| --- | --- | --- | --- |
| I got to know the information system in the company. |  |  |  |
| I developed diligence and precision. |  |  |  |
| I combined theoretically acquired knowledge with practical work tasks in the company. |  |  |  |
| I took care of ensuring quality at all work fields and acted in accordance with regulations and good business practices |  |  |  |
| I prepared tasks for practical training in the organization. |  |  |  |
| I learned the importance of protecting my personal data and business secrets. |  |  |  |
| I participated in the organization of the work process and got to know the monitoring of business processes. |  |  |  |

1. **What knowledge you have acquired in your educational institution were especially beneficial in your practical training?**
2. **What additional knowledge would you need to successfully pursue practical training in a chosen organization?**
3. **Additional opinions and suggestions on practical training:**

Write down what was good, positive:

Write down what was wrong, bad:

What improvements are you suggesting?

* In educational institution
* In organization
* What could you do yourself?