

Internship Timetable (total duration: 6 months)

DURATION	CONTENT	PERSON/DEPARTMENT
1 week	General introduction to <ul style="list-style-type: none"> • Company structure and procedures • Company philosophy • Quality management system and related documentation 	Management, QM department
10 - 13 weeks	Processes in Translation Support department <ul style="list-style-type: none"> • Software (different programs, DTP, data back-up etc.) • Translation Memory tools (translation preparation and pre-editing, alignments) • Project management 	Translation Support
10 - 13 weeks	Processes in Translation department <ul style="list-style-type: none"> • Terminology work • Translation • CAT • Internet as a research tool • Maintaining databases and terminology lists 	Translation
throughout the internship	Processes relating to <ul style="list-style-type: none"> • Quality Control under ISO 9001 and ISO 17100 • Documentation • Traceability of actions 	Management, QM department, Translation, Translation Support, Customer Service