



### Internship Timetable (total duration: 6 months)

Duration	Content	Person/Department
1 week	<b>General introduction to</b> - Company structure and procedures - Company philosophy - Quality management system and related documentation	Management, QM department
10-12 weeks	<b>Processes in Translation Support department</b> - Software (different programs, DTP, data back-up etc.) - Translation Memory tools (translation preparation and pre-editing, alignments) - Project management	Translation Support
1-2 weeks	<b>Processes involved in handling orders</b> - Order acceptance - Order implementation - Dispatch	Customer Service
10-12 weeks	<b>Processes in Translation department</b> - Terminology work - Translation - CAT - Internet as a research tool - Maintaining databases and terminology lists	Translation
throughout the internship	<b>Processes relating to</b> - Quality Control under DIN EN ISO 9001/2008 - Documentation - Traceability	Management, QM department, Translation, Translation Support, Customer Service