#### card of course

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| Subject name | **Professional internship part 1** |

**1. The placement of the subject in the study system**

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| 1.1. Field of study | **Management** |
| 1.2. Form and path of study | **Full-time/part-time** |
| 1.3. Level of education | **First-cycle studies** |
| 1.4. Study profile | **Practical** |

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| 1.5. Specialty | **-** |
| 1.6. Subject Coordinator | **Mgr Anna Bielak** |

**2. General characteristics of the subject**

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| 2.1. Belonging to a subject group | **practical** |
| 2.2. Number of ECTS | **10** |
| 2.3. Language of lectures | **English** |
| 2.4. Semesters in which the subject is taught | **V** |
| 2.5.Criteria for selecting course participants | **-** |

1. **Learning outcomes and course delivery**
   1. **Subject Objectives**

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| **No.** | **Subject Objectives** |
|
| C1 | The main objective of the professional practice is to strengthen the practical nature of the study program in Management, including familiarizing students with practical issues related to the chosen field of study and the realities of performing the profession, by enabling the acquisition of knowledge, experience, skills and shaping attitudes in the actual conditions of functioning of the entity (enterprise, institution or organization). |
| C2 | Learning the specifics of working in private companies, public institutions and non-governmental organizations |
| C3 | Shaping skills, diagnosing, recognizing and solving professional problems, correctly defining priorities, as well as developing personal characteristics and social competences related to work, such as responsibility and ethical behavior. |
| C4 | Verification and supplementation of the student's actual professional competences by including them in the organization's activities. This also applies to responsibility for assigned tasks, teamwork, and work in a specific structure of dependencies. |
| C5 | Confrontation of knowledge and skills acquired during studies with practice in the area of company management. |

* 1. **Subject-specific learning outcomes, divided into knowledge , skills and competences , with reference to the directional learning outcomes**

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| **No.** | **Description of subject  learning outcomes** | **Reference to  directional effects**  **learning (symbols)** |
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| After passing the course, the student knows and understands **the knowledge** | | |
| W1 | The business profile and structure of the organization/institution/company where the internship is taking place, the scope of activities of the organizational units and positions where the internship is taking place | Z1\_W01  Z1\_W04  Z1\_W07  Z1\_W08  Z1\_W09  Z1\_W10  Z1\_W11  Z1\_W12 |
| W2 | Legal acts, regulations and rules regulating the functioning of the workplace where the internship is carried out (including health and safety regulations and GDPR) |
| W3 | The most important types of documents used at the place of internship and the methods of their circulation, as well as the methods of their preparation and archiving |
| W4 | Has knowledge of the nature and methodology of implementing various tasks in the area of management and tools supporting their implementation |
| W5 | Tools and channels related to the flow of information in the organization |  |
| W6 | Has knowledge in the field of management, including people management, company management, negotiations and mediation, marketing activities, and entrepreneurship basics, which enables assistance in carrying out practical tasks |  |
| W7 | Knows the sources of data and information necessary to support the organization in implementing the planning, organizing, motivating and controlling processes |  |
| After passing the course, the student is **able** to: | | |
| U1 | Prepare the workstation and use the company/institution resources necessary to perform the work in accordance with the health and safety regulations | Z1\_U02  Z1\_U04  Z1\_U05  Z1\_U10  Z1\_U13  Z1\_U14  Z1\_U16  Z1\_U17 |
| U2 | Observe the daily work performed by specialists in their field and assist employees, using their knowledge of management and related fields |
| U3 | Is able to solve simple problems and tasks related to the work performed in cooperation with specialists or independently under the supervision of a specialist, using appropriate methods and tools, including information and communication technologies |
| U4 | Is able to obtain information from databases, legal regulations and other sources that are necessary for specialists to perform specific tasks |
| U5 | Is able to communicate within the scope of professional activity with co-workers of the organization |
| U6 | Is able to correctly read, analyze and prepare simple documents and data sets used in specific processes taking place in the organization |  |
| After completing the course, the student is ready to take part in **social competences.** | | |
| K1 | Is willing to demonstrate reliability, activity and responsibility when participating in activities conducted by the organization. | Z1\_K01  Z1\_K02  Z1\_K05  Z1\_K06 |
| K2 | Comply with legal regulations and ethical standards related to the exercise of the profession |
| K3 | Critically evaluates his/her own knowledge and skills, is fully aware of the importance of knowledge in practical activities, accepts advice and guidance from experienced employees |

**3.3. Forms of teaching and their number of hours - Full-time studies (ST), Part-time studies (NST)**

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| **Path** | **Lecture** | **Exercises** | **Design** | **Workshop** | **Laboratory** | **Seminar** | **Lecturer** | **Classes conducted using distance learning methods and techniques in the form of ……………….** | **Other: Internships** | **ECTS points** |
| **ST** |  |  |  |  |  |  |  |  | 250 | 10 |
| **NST** |  |  |  |  |  |  |  |  | 250 | 10 |

**3.4. Content of education** (separately for each form of classes: (W, ĆW, PROJ, WAR, LAB, LEK, OTHER). It should be marked (X) how the given content will be implemented (classes at the university or classes on the e-learning platform conducted using distance learning methods and techniques)

**TYPE OF CLASSES: INTERNSHIP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Content of the course** | **Reference to subject-specific learning outcomes** | **Method of implementation (mark "X")** | |
| **ST** | **NST** |
| Internship at the premises of the institution accepting the internship | |
| 1. | Familiarization with the organization's business profile, its mission, strategy and goals. | **W1, U5, K1, K2, K3** | X | X |
| 2. | Familiarization with the regulations regarding occupational health and safety and official secrecy, the legal conditions for the organization's operation and internal legal regulations. | **W2, U5, K1, K2, K3** |
| 3. | Learning the structure and hierarchy of management in the organization and the scope of activities of individual departments. | **W1, U5, K1, K2, K3** |
| 4. | Familiarization with the document flow and procedures in force in a given organizational unit. Information flow in the organization. | **W3, W5, U5, K1, K2, K3** |
| 5. | Understanding the computer hardware and software used in the organization. | **W4, U1, K1, K2, K3** |
| 6. | Preparation of the work station. Indication and allocation of resources necessary to carry out tasks assigned as part of the internship. | **U1, U5, K1, K2, K3** |
| 7. | Familiarization with the methodology for implementing various tasks and the tools supporting their implementation that function within the organization. | **W4, U5, K1, K2, K3** |
| 8. | Observing the work of experienced employees employed in the organization where the student is doing his/her internship, asking questions, writing down important information. | **W6, W7, U1, U2, U4, U5, U6, K1, K2, K3** |
| 9. | Assistance to specialists in the implementation of specific tasks and activities (including, among others, completing and analysing documentation, entering documents into the systems used in the company/institution, preparing simple documents, reports, summaries, operating programs and equipment used in the company/institution, obtaining information and data necessary to perform specific tasks). | **W6, W7, U1, U2, U3, U4, U5, U6, K1, K2, K3** |

**3.5. Methods of verifying learning outcomes** (indicating and describing methods of conducting classes and verifying the achievement of learning outcomes, e.g. debate, case study, preparation and defense of a project, complex multimedia presentation, solving problem-solving tasks, situation simulations, study visit, simulation games + description of a given method):

Learning outcomes are verified on the basis of the internship journal and a written certificate of completion of the internship together with a written opinion from the internship supervisor.

**3.6. Assessment criteria for the achieved learning outcomes**

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| **Learning effect** | **On the " zal ."**  **the student knows and understands/is able to/is ready to** |
| W | 51-100% of knowledge indicated in learning outcomes |
| U | 51-100% of skills indicated in learning outcomes |
| K | 51-100% of skills indicated in learning outcomes |

**3.7. Literature**

- Consistent with the nature of the professional practice undertaken.

**4. Student workload - ECTS points balance**

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| **Types of student activity** | **Student Load** | |
| **ST** | **NST** |
| **PROFESSIONAL PRACTICE** | **250** | **250** |
| **STUDENT'S OWN WORK** | **-** | **-** |
| **TOTAL STUDENT HOURLY LOAD** | **250** | **250** |
| **Number of ECTS points** | **10** | **10** |

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| Last change date | 30/09/2024 |
| The changes were introduced | ZAZ Education Quality Team |
| The changes were approved | Mgr Anna Bielak |