#### card of course

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| Subject name | **Professional internship part 2** |

**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 | **20** |
| 2.3. Language of lectures | **English** |
| 2.4. Semesters in which the subject is taught | **VI** |
| 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 | Deepening knowledge about the specifics of work in private companies, public institutions and non-governmental organizations |
| C3 | Developing the ability to recognize, analyze and solve professional problems, analyze applicable procedures, use appropriate methods and tools, and correctly define priorities. |
| C4 | Inclusion of the student in real work processes, supplementation of professional and social competences. This also applies to responsibility for assigned tasks, individual and team work, the ability to organize one's own working time, work in a specific structure of dependencies. |
| C5 | Confrontation of knowledge and skills acquired during studies and during the first part of the internship with practice in the area of company management, expanding it with skills necessary in the process 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)** |
|
| After passing the course, the student knows and understands **the knowledge** | | |
| W1 | Knows in detail the company's business profile, the area of operation and the responsibilities of individual people and departments at the place where the internship is carried out and their mutual connections | Z1\_W01  Z1\_W04  Z1\_W07  Z1\_W08  Z1\_W09  Z1\_W10  Z1\_W11  Z1\_W12 |
| W2 | Knows in detail selected legal acts, regulations and rules regulating the functioning of the workplace where the internship is carried out |
| W3 | Has advanced knowledge of the types and methods of preparing documents used in the organization and the methods of their circulation and archiving. |
| W4 | Knows in detail the methodology for implementing various tasks in the organization and the tools (including IT) supporting their implementation and necessary for the functioning of the organization |
| W5 | Has detailed knowledge of management, including people management, company management, negotiations and mediation, marketing activities, and entrepreneurship basics, enabling the implementation of various practical tasks |
| W6 | Knows how to use available tools and communication channels to maintain the correct flow of information within the organization |
| W7 | Knows the principles of managing human, material, information and financial resources of the organization where the internship is carried out |
| After passing the course, the student is **able** to: | | |
| U1 | Use the resources of the company/institution necessary to perform work in accordance with the health and safety rules and assess their usefulness and effectiveness | Z1\_U02  Z1\_U04  Z1\_U05  Z1\_U10  Z1\_U13  Z1\_U14  Z1\_U16  Z1\_U17 |
| U2 | Is able to actively participate in everyday work performed by specialists |
| U3 | Use the methods and tools learned and the knowledge of management and related fields to independently perform assigned tasks specific to a given organization |
| U4 | Estimate the time needed to complete an assigned task, is able to independently develop and implement a work schedule that ensures meeting deadlines, is able to work individually and in a team |
| U5 | Is able to communicate using professional terminology within the scope of professional activity with colleagues, contractors, clients and stakeholders of the organization |
| U6 | Analyze the current solutions, methods and procedures for implementing specific tasks related to management activities |
| U7 | Is able to plan the direction of his/her development in the light of experience gained during internships. |
| After completing the course, the student is ready to take part in **social competences.** | | |
| K1 | Is ready to demonstrate reliability, prudence and a sense of professional responsibility within the scope of duties and tasks entrusted to him | Z1\_K01  Z1\_K02  Z1\_K05  Z1\_K06 |
| K2 | Is ready to take on professional challenges and demonstrate professionalism in carrying out individual and team tasks. |
| K3 | Comply with legal regulations and ethical standards related to the exercise of the profession |
| K4 | Constantly improving the level of their knowledge and professional and personal competences, seeking and using the opinions of specialists in the event of difficulties in carrying out the assigned task |

**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** |  |  |  |  |  |  |  |  | 470 | 20 |
| **NST** |  |  |  |  |  |  |  |  | 470 | 20 |

**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**

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| --- | --- | --- | --- | --- |
| **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, K4** | X | X |
| 2. | Detailed familiarization with the regulations, legal conditions for the organization's operation and internal legal regulations. | **W2, U5 K1, K2, K3, K4** |
| 3. | Understanding the operational activities of the organization in relation to its individual departments (e.g. marketing, human resources, accounting, finance, planning, etc.) | **W1, W7, U5, U7 K1, K2, K3, K4** |
| 4. | Detailed familiarization with the division of duties and responsibilities of individual managers and departments, including the principles of their cooperation and mutual connections. Channels of communication and information flow. | **W1, W6, W7, U5, U7 K1, K2, K3, K4** |
| 5. | Types of documents functioning in the organization – principles of their preparation, circulation and archiving. | **W3, U2, U5, U6 K1, K2, K3, K4** |
| 6. | Preparation of the workstation. Assignment of resources necessary to carry out assigned tasks. | **U1, U4, U5, U7 K1, K2, K3, K4** |
| 7. | Methodology for implementing individual tasks in the organization. Tools (including IT tools) used in the organization and supporting its functioning. Detailed knowledge and analysis of the existing solutions. | **W4, W5, U3, U5, U6, U7 K1, K2, K3, K4** |
| 8. | Independent and team implementation of tasks and activities assigned by the employer, important from the point of view of the specific activity of the Organization (including, among others, analyzing and maintaining documentation, preparing documentation, customer service, entering documents into the systems used in the company/institution, solving current problems, preparing reports, summaries, operating programs and equipment used in the company/institution, obtaining information and data necessary to perform specific tasks, analyzing and evaluating applicable methods, tools, solutions). | **W5, W7, U2, U3, U4, U5, U6, U7 K1, K2, K3, K4** |

**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** | **470** | **470** |
| **STUDENT'S OWN WORK** | **30** | **30** |
| **TOTAL STUDENT HOURLY LOAD** | **500** | **500** |
| **Number of ECTS points** | **20** | **20** |

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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 |