#### card of course

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| Subject name | **Professional practice part 1** |

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

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| 1.1. Field of study | **Computer science** |
| 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 Arkadiusz Gwarda** |

**2. General characteristics of the subject**

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| 2.1. Belonging to a subject group | **practical** |
| 2.2. Number of ECTS | **30** |
| 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 | Learning about the functioning of the organizational structure - Students will gain knowledge about the organizational structure, the scope of activities of individual organizational units, the division of competences and internal procedures in the enterprise, institution or organization where they complete their internship. |
| C2 | Familiarization with the principles of work organization - Students will become familiar with the basic principles of work organization, such as task scheduling, the work planning process and methods of controlling the implementation of tasks. |
| C3 | Introduction to practical aspects of the IT profession - Students will have the opportunity to learn the basic tools, technologies and methods used in the professional work of IT specialists, gaining their first practical experience. |
| C4 | Developing teamwork skills - Students will develop the ability to work effectively in a team, communicate interpersonally and organize their own work in a professional environment. |
| C5 | Learning about the specifics of the professional environment - Students will become familiar with the actual working conditions, the principles of operation of enterprises in the context of the market economy and the challenges faced by IT specialists. |

* 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 | The student knows the basic regulations and principles governing the functioning of the enterprise/institution where he/she completes his/her internship. | INF\_W01  INF\_W03  INF\_W04  INF\_W05  INF\_W07  INF\_W08  INF\_W13  INF\_W14  INF\_W15  INF\_W22 |
| W2 | The student knows the scope of activities of basic organizational units, positions and tasks of people performing specific functions in the structure of an enterprise/institution and understands their mutual connections. |
| W3 | The student knows the basic languages and methods of computer programming used in the enterprise/institution where the internship takes place. |
| W4 | The student understands the basic processes occurring in the life cycle of computer devices and systems at the place of practice. |
| W5 | The student knows the basic principles of operation of operating systems and the functioning of computer networks in the context of the enterprise/institution where he/she completes his/her internship. |
| After passing the course, the student is **able** to: | | |
| U1 | The student is able to use basic enterprise resources necessary to perform IT tasks. | INF\_U02  INF\_U07  INF\_U08  INF\_U09  INF\_U10  INF\_U12  INF\_U13  INF\_U21  INF\_U31 |
| U2 | The student is able to apply in practice the basic theoretical knowledge acquired during studies and use the acquired skills to solve simple IT problems. |
| U3 | The student is able to work in a team, performing tasks related to the implementation of basic project goals and estimate the time required to complete them. |
| U4 | The student is able to participate in everyday work performed by IT specialists, understanding the specifics of their activities. |
| U5 | The student is able to use basic programming techniques and tools available at the place of internship to carry out tasks in the field of programming and administration of IT systems. |
| After completing the course, the student is ready to take part in **social competences.** | | |
| K1 | The student demonstrates activity and responsibility in carrying out assigned tasks, both individual and team. | INF\_K01  INF\_K02  INF\_K03  INF\_K05 |
| K2 | The student understands the need to constantly improve their knowledge and skills, appreciating the importance of certification and formal confirmation of competences in the IT industry. |
| K3 | The student is aware of the social role of an IT specialist and is obliged to adhere to the basic principles of professional ethics. |
| K4 | The student demonstrates initiative in independently seeking solutions to problems arising while performing tasks, using the knowledge and experience gained during studies and practice. |

**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** |  |  |  |  |  |  |  |  | 720 | 30 |
| **NST** |  |  |  |  |  |  |  |  | 720 | 30 |

**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.** | **Occupational Health and Safety Training**  Participation in training in the field of occupational health and safety in accordance with the regulations in force at the plant. Learning the basic safety principles related to the operation of computer equipment and IT systems. | **W1, K1, K3** |  |  |
| **2.** | **Work organization and enterprise structure**  Familiarization with the principles of work organization, the organizational structure of the enterprise and the division of competences. Students learn about the functions of individual departments, the tasks of people performing specific roles in the structure and the mutual relationships between departments . | **W1, W2, K1, K3** |  |  |
| **3.** | **Basic IT systems and computer hardware**  Familiarization with computer hardware and IT systems used in the workplace. Learning basic activities related to configuring computer hardware, installing operating systems and application software. Introduction to data security methods, archiving and antivirus prophylaxis. | **W3, W4, W5, U1, U2, U5, K4** | **X** | **X** |
| **4.** | **Introduction to Computer Networks**  Learning the basics of how a company or departmental computer network works. Learning the role of the network in the daily functioning of the company, its structure and basic principles of operation. | **W5, U4, K1** |  |  |
| **5.** | **Observation and participation in daily tasks**  Observation of daily work performed by IT specialists and active participation in this work, to the extent possible. Students gain practical experience under the supervision of a supervisor, learning to perform basic tasks related to the management of IT systems. | **U1, U3, U4, K1, K4** |  |  |
| **6.** | **Basic Tasks in Information Systems Design**  Introduction to team design and implementation of information systems. Students participate in simple design tasks, learning the basics of teamwork and time management. | **W3, U2, U3, U5 , 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** | **720** | **720** |
| **STUDENT'S OWN WORK** | **30** | **30** |
| **TOTAL STUDENT HOURLY LOAD** | **750** | **750** |
| **Number of ECTS points** | **30** | **30** |

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| Last change date | 30/09/2024 |
| The changes were introduced | INF Education Quality Team |
| The changes were approved | Arkadiusz Gwarda, M.A. |