

Internship Guide for WSH students

**Management
Bachelor's degree studies**



What do you need to know?

INTERNSHIP WHAT IS IT?

Internship is one of your subjects from studies program. Thanks to the internship, you gain professional experience in the field of your studies.



WHO IS GOING TO HELP YOU?

Internship tutor
in Career Office

Career Ambassadors



WHEN YOU NEED TO DO IT?

On III and V semester

HOW LONG?

III semester - 375 hours
V semester - 375 hours

WHERE?

Semester III: in any place
related with Management

Semester V: internship
related to the chosen
specialization in
Management



Start!

Student internship Step by step!

Let's start!

Get started from getting acquainted with the Student Internship Regulations in force at the University. You can find it on the University's website in the Career Office tab.

1

2

Where?

Find a right place for student internship in accordance with the study program. You can ask about advise in the Career Office.

Practice makes perfect!

Get profesional experience and knowledge from mentors. It's going to take around 2 months.

3

4

It's almost done!

Now it's time to fill in the internship documents. The documents and their templates you can find on the University's website in the Career Office tab.

Finish!



Q&A Internship Guide

Where can I find information about student internship?

On the University's website in the tab: **Career Office -> Internships**. On the website: **www.wsh-wroclaw.jobteaser.pl** - information about internships offers. You can ask questions directly or via e-mail to the internship tutor in the Career Office.

Is the internship graded?

Yes, student internship is a subject with the final grade.

Can I do an internship as part of my professional work?

Yes, if you are already employed, contact internship tutor at Career Office.

What will happen if I do not complete student internship?

It will result with a negative grade from the subject - student internship. We don't recommend it!

Can I do a student internship outside of Poland or EU?

We recommend to complete student internship in Poland.

How to fill in the documentation regarding student internships?

Detailed information on how to complete the internship documents can be found on the University's website in the Career Offices tab.

What does the internship tutor do at The Career Office?

The internship tutor will help you choose the right place for the internship. Will answer for questions and show you how to fill in the internship documents. The internship tutor is also responsible for completing the course.

