**INTERNSHIP SDS**

# ATTACHMENTS

*Attachment no 1*

**INTERNSHIP PROGRAM FOR MANAGEMENT**

**GENERAL PROVISIONS OF THE INTERNSHIP**

1. Internship is an integral part of the study plan. Information about the student's internship will be included in the post-graduation supplement for the diploma.
2. Internship in the field of management is carried out within the framework of the time limits and in the period specified in the study plan for a given type, form and profile of studies.
3. The daily and weekly hours of an internship may be tailored to the internal arrangements or capabilities of the institution hosting the student, but in total it must be equal to the dimension specified in the study plan.
4. The internship can be carried out in 24-hour establishments, but the working time must not exceed 8 hours per day and an average of 40 hours during the five-day working week.

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**SPECIFIC LEARNING OUTCOMES DETERMINED FOR INTERNSHIP**

Detailed learning outcomes of an internship::

**1. For second degree studies:**

* getting acquainted with the rules of occupational health and safety in force in the given institution / unit;
* familiarization with legal regulations and documentation regarding the protection of personal data, classified information and legally protected messages in force in the organization;
* understanding the procedures and control activities carried out in the organization in the field of environmental protection, monitoring of threats and risk assessment;
* learning about information technologies used at work, used in resource management;
* deepening the ability to work in teams as well as independent work and

making decisions;

* learning about personnel management methods used in the organization;
* getting acquainted with the main processes within the framework of the company (through work in a specific position, observation of work in other positions or in other departments, departments), obtaining materials for the diploma thesis in the field of research related to the topic of work;
* student self-development through participation in current events important for the functioning of the institution / unit, such as courses, trainings, conferences, etc .;

* deepening the sense of professional ethics.

Moreover:

* verification of theoretical knowledge in practice, consisting in shaping skills.
* application of theoretical knowledge acquired in the course of studies in the practical functioning of the institution / unit;
* checking own skills and assessing the possibility of adjusting oneself to the needs of the labor market.

**PLACE OF THE INTERNSHIP**

The internship should be carried out in enterprises which main tasks include economic activity, mainly:

* production and service organizations;
* consulting organizations (business consulting, personnel consulting, design consulting, etc.), accounting offices, etc .;
* human resources, financial and accounting departments of companies, public benefit organizations and local and government administration offices;
* units responsible for the organization, implementation and coordination of projects
* in the field of crisis management in local government administration and government administration bodies;
* organizations with the status of "Public Benefit Organization";
* units responsible for the organization, implementation and coordination of projects in the field of crisis management;
* research centers, centers, and other entities related to the field of study.

**STUDENT'S TASKS DURING INTERNSHIP**

1. Before starting the internship, student should:
2. get acquainted with the organizational and regulatory principles and the procedure for obtaining credit for internships, their purpose, and the basic provisions of labor law;
3. obtain the documents necessary to complete and complete the internship, available at the Career Office;
4. organize personal insurance regarding accidents and civil liability.

2. 2. During internship student is obliged to:

1. report to the place of internship on the set date;
2. agreeing the rules of its course with the In-House Practice Supervisor;
3. get acquainted with the organizational regulations of the institution / organizational unit,

where the internship takes place;

1. listen to information from a person designated by the institution / organizational unit on basic goals, tasks, work plans, programs of implemented projects;
2. follow the instructions of the appointed supervisor and superiors at the place of internship; compliance with the mode and order of work adopted in the place where the internship is held, and with the applicable provisions on the protection of classified information, as well as provisions regarding health and safety at work place.

3. A student undergoing internship, is required to prepare a report on the achievement of the indicated learning outcomes, which should be confirmed by the Company Internship Supervisor.

*Attachment no 2*

**INTERNSHIP AGREEMENT**

concluded on……………… in Wroclaw between:………………………………………………………………………………………

with its registered Office in……………………………………………………………………

hereinafter referred to as 'the entity' represented by:

………………………………………………………………………………………………

………………………………………………………………………………………………

and the Wroclaw Business University at Ostrowskiego 22 Street, hereinafter referred to as the "university", represented by the Vice-Rector for Education

**Ph.D Halina Węgrzyn**

§1

The subject accepts, and the university directs the student to undergo an internship:

………………………………………………………………………………………………

Student’s book no ……………………. Management

within: from ………………… to………………………………………

§2

The entity in which the student is undergoing internship will provide the conditions necessary to conduct the internship, in particular:

* providing suitable workplaces in line with the framework program regarding internship.
* familiarizing the student with the applicable work regulations, provisions regarding occupational health and safety issues and the protection of the state and official secrets.

§3

During the internship in regard of order, discipline and working time, the student is subordinate the management of the organizational unit in which they are undergoing the internship at the given time.

§4

The university prepares an internship program, determining the necessary scope of issues that the student should become familiar with while working in individual organizational units.

§5

The university allows the possibility of accepting the internship program taking into account the specificity of the organization, presented by the entity in which the student is interning.

§6

During the internship, the student performs the tasks ordered by the entity in which the student is interning and draws up a report on the internship. The report may be used by the entity in which the student is practicing.

§7

The representative of the entity, in which the student performs the internship, certifies the fact of the internship by the "Confirmation" form, making an annotation about:

* period of internship
* positions at which the student underwent apprenticeship
* tasks assigned to be performed
* student assessment.

§8

The basis for the crediting of internship completion lies in the "Confirmation" certified by the entity in which the student performs the internship and the report on the internship presented by the student's to Plenipotentiaries for Student Internship.

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§9

The didactic and educational supervision over the course of the internship on the part of the university is exercised by the Rector's Plenipotentiary for Student Apprenticeships.Aforementioned person is authorized to settle matters related to the course of the internship jointly with the management of the entity where the student is interning.

§10

The agreement was drawn up in two identical copies, one for each party.

…………………………………………

Representative of the entity in which the student undergoes an internship …………………………………

Rector's Plenipotentiary for Internships

*Załącznik nr 3*

**MAJOR OF MANAGEMENT, SPS, SDS semester 3**

**INTERNSHIP REPORT NO 1**

**Name and surname**

**Student’s book no ………………..**

**Summary**

The following sections of this report will discuss the organization, in which the apprenticeship was implemented, its history and the most important directions of activity ("Presentation of the organization"), the organizational structure of the entity will be described along with an indication of its advantages and disadvantages ("Organizational structure of the entity"). In the section "Setting priorities to be implemented during the internship", an issue will be raised regarding {insert the relevant issue}. At the end (in the section "Analysis of the organization and its environment - SWOT"), the SWOT analysis of {name of the organization} will be presented, (optional SWOT decision).

**Presentation of the organization - the tourist enterprise**

<Present the history of the creation of the organization, its organizational and legal form, mission, the most important areas of activity, main clients and competitors, and the company's achievements to date

**Organizational structure of the entity**

<Characterize the current organizational structure (e.g. type, complexity). Using a diagram, present the organizational structure of the entity (current organigram - it can be abbreviated). Discuss the tasks of the most important departments, as well as indicate the advantages and disadvantages (strengths and weaknesses) of the existing structure - e.g. lack of marketing and promotion structures>

**Setting priorities to be implemented during internship**

During meetings with the Plenipotentiary for internships and the internship supervisor on the part of the economic entity, the following priorities were established to be implemented as part of the internship:

< Determining the main task / or tasks to be performed as part of the internship in accordance with the field of study, e.g.:

* characteristics of marketing activities in the organization with an indication of the advantages and disadvantages as well as improvement proposals,
* communication within the framework of organization - advantages, disadvantages - improvement proposal
* financial analysis of the business entity
* evaluation of the IT system - indicating advantages and disadvantages
* other, according to the field of study>.

**Analysis of the organization and its environment – SWOT**

This subsection focuses on a detailed analysis of the entity, including the macro environment and the immediate competitive environment, which will allow to develop the strengths and weaknesses of the organization as well as its opportunities and threats (SWOT method).

The organization analysis includes the assessment of the following areas of the entity's activities:

* "human resources" (including the motivational system and training) - <make an assessment, 3-5 sentences>
* "organizational culture" <make an assessment, 3-5 sentences>
* "property" (including intangible assets, quality management system) <make an assessment, 3-5 sentences>
* "IT" <make an assessment, 3-5 sentences>
* "management information / controlling" <make an assessment, 3-5 sentences>
* "marketing processes" <make an assessment, 3-5 sentences>
* "relations with external stakeholders" <make an assessment, 3-5 sentences >

The analysis of the environment concerns the following factors:

* "political and legal" <make an assessment, 3-5 sentences>
* "economic" <make an assessment, 3-5 sentences>
* "social" <make an assessment, 3-5 sentences>
* "technological" <make an assessment, 3-5 sentences >

In the organization being analyzed, the following strengths and weaknesses as well as opportunities and threats can be distinguished (table x):

Table x. SWOT analysis {type organization’s name}

|  |  |
| --- | --- |
| **Strenghts** | **Weaknesses** |
|  |  |
| **Oprtunities** | **Threats** |
|  |  |

Source: own study based on the organization's materials

Note: The description of the performed tasks is prepared by the student in accordance with the arrangements discussed with the Internship Plenipotentiary, taking into account the learning outcomes and the syllabus provided for internships in a given semester and field of study.

|  |
| --- |
| **Learning outcomes of an internship and the third semester - confirmation of their achievement** |
| Student knows, understands and obtains information from the place of internship, integrates it:   1. Discusses the principles of the industry operations in which the organization operates and the specifics of its activities 2. Discusses the legal form of the organization and the documentation required to work in various positions 3. Becomes familiar with the health and safety rules within the framework of the organization 4. Defines the organizational structure, including the rules of work in individual departments as well as the division of competences 5. Student knows the techniques of keeping and archiving documentation at the workplace and has the ability to perform office work in this area   . |
| *Description of tasks performed during the internship corresponding to the learning effect* *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………* |
| Performs an in-depth analysis of organizational problems in the field of the studied specialization, correctly determining the priorities for the implementation of tasks |
| *Description of tasks performed during the internship corresponding to the learning effect* *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………* |
| Has the ability to organize and manage the team work and solve problems in the work environment, communicating with people inside and outside the organization, also in the intercultural environment |
| *Description of tasks performed during the internship corresponding to the learning effect* *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………* |
| Recognizes the need for continuous learning and has the ability to do it independently |
| *Description of tasks performed during the internship corresponding to the learning effect* *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………* |

…………………………………………….

Legible student’s signature

**Assessment of the Employer's Representative - feedback for the student regarding the course of the internship (insert x)**

|  |  |
| --- | --- |
| **Learning outcomes second semester** | **Representative’s grade**  **2,0 3,0 3,5, 4,0 4,5 5** |
| Student knows, understands and obtains information from the place of internship, integrates it:   1. Discusses the principles of the industry operations in which the organization operates and the specifics of its activities 2. Discusses the legal form of the organization and the documentation required to work in various positions 3. Becomes familiar with the health and safety rules within the framework of the organization 4. Defines the organizational structure, including the rules of work in individual departments as well as the division of competences 5. Student knows the techniques of keeping and archiving documentation at the workplace and has the ability to perform office work in this area |  |
| Performs an in-depth analysis of organizational problems in the field of the studied specialization, correctly determining the priorities for the implementation of tasks |  |
| has the ability to organize and manage the team work and solve problems in the work environment, communicating with people inside and outside the organization, also in the intercultural environment Recognizes the need for continuous learning and has the ability to do it independently |  |
| Performs an in-depth analysis of organizational problems in the field of the studied specialization, correctly determining the priorities for the implementation of tasks |  |

**Total evaluation of the internship. Grading scale (insert X):**

**2 – unsatisfactory; 3- satisfactory; 3,5 – satisfactory plus; 4-good; 4,5 – fairly good; 5-very good**

|  |  |
| --- | --- |
| ……………………………………………  Place, date    Company seal | ……………………………………………  Legible signature of entity’s representative  ……………………………………………  Phone number, mail |

*Attachment no 7*

…………………………………………..

Place, date

…………………………………………..

Name and surname

…….………………………………

Student’s book no/major/specialization

……………………………………

Year and form of studies

Rector's Plenipotentiary for Internships for the field of study ………………………………………

# **APPLICATION**

**for crediting professional work as compulsory internship.**

Pursuant to § 15 of the Study Regulations, I am, hereby, asking for crediting towards the obligatory internship my professional work/ internship / business activity / other forms of organized activity[[1]](#footnote-1)

**Description of the employer**: (full name and address of the institution, legal form, industry, territorial scope of activity)

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

**Description of the position / positions in which the student is / was employed:**

…………………………………………………………………………………………………

**Employment period - corresponding to the conditions of an internship in a given semester:**

…………………………………………………………………………………………………

|  |
| --- |
| **Learning outcomes of an internship and the third semester - confirmation of their achievement** |
| Student knows, understands and obtains information from the place of internship, integrates it:   1. Discusses the principles of the industry operations in which the organization operates and the specifics of its activities 2. Discusses the legal form of the organization and the documentation required to work in various positions 3. Becomes familiar with the health and safety rules within the framework of the organization 4. Defines the organizational structure, including the rules of work in individual departments as well as the division of competences 5. Student knows the techniques of keeping and archiving documentation at the workplace and has the ability to perform office work in this area |
| *Description of tasks performed during the internship corresponding to the learning effect* *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………* |
| Performs an in-depth analysis of organizational problems in the field of the studied specialization, correctly determining the priorities for the implementation of tasks |
| *Description of tasks performed during the internship corresponding to the learning effect* *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………* |
| Has the ability to organize and manage the team work and solve problems in the work environment, communicating with people inside and outside the organization, also in the intercultural environment |
| *Description of tasks performed during the internship corresponding to the learning effect* *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………* |
| Recognizes the need for continuous learning and has the ability to do it independently |
| *Description of tasks performed during the internship corresponding to the learning effect* *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………*  *……………………………………………………………………………………………………………………………………………* |

…………………………………………….

Legible student’s signature

**Certification of the job description done by the Employer**

|  |  |
| --- | --- |
| ………………………………………………….  Place, date    Company seal | …………………………………………………..  Legible signature of entity’s representative  …………………………………………………..  Phone number, mail |

**REQUIRED ANNEXES**

1. Scan of the employment contract / order or employment certificate issued by the employer

2. A copy of the National Court Register or CEIDG or a foreign register, e.g. https://usr.minjust.gov.ua/

1. Delete where inapplicable [↑](#footnote-ref-1)