

## **INTERNSHIP PROGRAM FOR THE FACULTY OF Management**

### **1. The main goal and assumptions regarding the form, time, and place of the internship**

1.1. The internship's purpose is to familiarize the student with the functioning and work processes in a specific organization, direct participation in these processes and the work environment, and enrich theoretical knowledge from studies with practical experience. This has to prepare the student for professional work and increase his chances in the labor market.

1.2. It is assumed that will be created a diversified system, in which internship places are searched both by AEH employees dealing with them, as well as by students themselves, and created thanks to the wider presence and activity of students in university research clubs. It is also possible to carry out student internships in the home countries of foreign students and on the premises of AEH - following the rules set out in the order No. 17 / 10 / 2019 of the Rector of UEHS of October 1, 2019, on the adoption of the rules of internships at UEHS in Warsaw.

1.3. Internships are for undergraduate students and it is scheduled for 100 hours in the 6th semester. At the student's convincingly justified request, the date and time of the practice may be changed by the decision of the Dean, after the opinion of the university internship supervisor

1.4. Working students may apply for an internship based on a certificate confirming the time and specifying the nature of the student's work (position, working time, basic duties). This document should be signed by the student and an authorized employee of the workplace (e.g. personnel manager), contain the company seal, and contain an opinion (according to § 19 of the Regulations of Apprenticeships).

### **2. Program content**

2.1. Socialization of the student in a specific socio-professional environment; confronting the ideas taken from studies with the realities of work.

2.2. Getting to know people, working atmosphere, interpersonal relations in this environment, and organizational culture. Developing the ability to observe and understand the work environment and the rules and customs that are adopted in it, both legally and formally.

2.3. Getting to know the origins and history of the organization, its mission, vision, corporate values, founding myths, development strategies, and plans for the future.

2.4. Getting acquainted - as far as possible - with the statute, organizational and work regulations, and code of ethics.

2.5. Getting to know the occupational health and safety rules; personal compliance with these rules and regulations.

2.6. Getting to know the organizational structure and the course of processes (technological, work). Recognizing the extent to which process management and system management occur in a given enterprise and what it looks like.

2.7. Getting acquainted with the scope of the company's activities, with the company's documentation, statutes, and - as far as available - with the strategy and development plans, computer programs and economic results, etc.

2.8. Observation and then gradual participation in the current operating activities of the selected organizational unit (or units).

2.9. Establishing professional and social contacts that can be used when writing a diploma thesis and job searching.

### **3. Learning outcomes to be achieved by students during internships**

#### **3.1. Knowledge**

1) The student has knowledge of a given organization - its genesis, domain (products + markets on which it operates + key customer groups), history, development, market / competitive position, strategy for further development, its strengths and weaknesses, opportunities, and threats. (Z-W-1)

2) The student knows the organizational structure, the size and structure of employment, the value of sales, profitability, and plans for the future of the company. (Z-W-2) 3) The student knows tasks and work processes in a specific organizational unit. (Z-W-3)

34) In the case of organizations carrying out research activities - the student knows research methods, techniques, and tools for organizing and conducting research and developing research reports\*. (Z-W-4)

\*Effect 4 with effect 3 can be achieved interchangeably.

#### **3.2. Skills**

1) The student is able to obtain information about a given organization. (Z-U-1)

2) The student has the ability to perform the work entrusted to him in a good and timely manner, as well as the ability to cooperate with a team. (Z-U-2)

3) The student is able to combine the work entrusted to him with the learning process. (Z-U-3)

4) In the case of organizations carrying out research activities, the student is able to conduct social research\*. (Z-U-4)

\*Effect 4 with effect 3 can be achieved interchangeably.

### **4. Determination of the date, form, and place of the student's internship**

4.1. The date, form, and place of the internship must be approved by the university supervisor.

4.2. Arrangements regarding the issues set out in point 4.1. is formalized by issuing an Internship Referral (Attachment 2 to the Regulations of internships)

## **5. Methods of verification and evaluation of students' learning outcomes**

The achievement is verified each time by the company internship supervisor or the person directly supervising the activities performed by the student during the internship.

In the Practice Diary, the student records the activities and tasks he performs every day and assigns them the appropriate code of learning outcomes. The particular activity could be assigned more than one learning outcome.

The company tutor watches over the correct assignment for a given activity or task performed by the student.

The company's internship supervisor entrusts the student with a repertoire of tasks and duties that is consistent with the curriculum content. It is described in this internship program, corresponds to the specificity of work performed by an administrative employee in a given entity, and enables the student to achieve ALL the learning outcomes assumed for the internship.

The company's internship supervisor confirms the achievement or failure of a given task by inserting a pass or fail in the students' practice diary.

The company's internship supervisor prepares a final opinion regarding the Student and the course of the internship. They can post their comments and suggestions there as well.

The university's internship supervisor controls the implementation of the internship on an ongoing basis and analyses the scope and specificity of the tasks performed by the student during the internship. After completing the internship, the supervisor has a conversation with the Student about the internship, its course, and the student's observations and experiences gained during this time. They get acquainted with the contents of the Practice Diary and verify the number of spending hours. In addition, they verify the correctness of assigning learning outcomes to activities and tasks performed by the Student. Also, they have to check whether the Student has achieved ALL the learning outcomes assumed for the practice. The supervisor analyzes the final opinion about the Student and the course of the internship prepared by the company's internship supervisor. In case of doubts, the university supervisor shall resolve them in contact with the Student and/or with the supervisor from the company.

Based on all the data collected in this way, the university supervisor decides to pass or fail the internship and enters it into the protocol. The protocol together with the documentation of the course of the internship (Agreement, Referral, Diary) is delivered by the university supervisor to the Student Affairs Office.

## **6. The method of documenting the course of internships and performed tasks**

Mandatory documentation of the internship course includes:

- 1) Referral to internship
- 2) Agreement on conducting the student to the internship
- 3) Practice diary
- 4) Practice credit reports.

Practice Diary - is an obligatory way of documenting the course of the internship and the tasks performed during it. The student keeps their diary and enters the information:

- start and end dates of the internship,
- name of the unit where the student is doing the internship,
- name, surname, position, and contact to the company tutor,
- name, surname, position, and contact to the university tutor,
- learning outcomes list assumed to be achieved by the student during the internship along with the codes assigned to them
- the scope of duties or tasks entrusted to the student and the functions performed
- a daily record of tasks entrusted to the student for implementation, together with the corresponding codes of learning outcomes, the achievement or failure of which is confirmed by the signature of the company internship supervisor or other person supervising their performance,
- final opinion and comments of the company tutor.

## **7. Criteria that must be met by the facilities where the internships take place**

The internship place may only be an organizational unit in the form of a company (enterprise). In special cases, it is possible to carry out internships in an organization that has not yet been formalized (e.g. in the process of creation), after the acceptance of this solution by the university internship supervisor. All the modifications are allowed only after acceptance by the supervisor.

## **8. Approving rules for the place of internship chosen by the student**

The student can independently choose the place of practice. In this case, the entity must meet all the requirements described in point 8 of this Program. The university supervisor analyses the adequacy of the profile, goals, and tasks of the entity selected by the Student and assesses whether it guarantees to achieve all the learning outcomes assumed for the internship. In particular, the university supervisor verifies that the given entity performs tasks in the field of

administration. The student is obliged to obtain the approval of the internship place by the internship supervisor BEFORE undertaking it. Formally, the place of practice is approved by signing the Referral by the university supervisor.

A student may have an internship credited by the University based on employment in business practice, own business, or activity in a scientific circle, provided that the scope of duties performed is consistent with education in the field of Management and it is possible to assess whether the Student has achieved ALL learning outcomes assumed for the internship.

This assessment is made by the University supervisor based on an in-depth interview with the Student and an analysis of documents (copy of the employment contract or entry in the register of economic activity, the scope of duties). In this case, the obligatory document for completing the internship is the protocol containing the assessment of the achieved learning outcomes. It is completed by the University supervisor based on the activities described above.

## **9. Conditions for qualifying a student for an internship**

A student who wants to do an internship, reports to the university supervisor and declares where and at what time he would like to do it. The university's internship supervisor assesses the adequacy of the Student's proposal, taking into account all the conditions and criteria described in the university's internship regulations and the Internship program for the field of administration. The decision to qualify a Student for an internship is made by the university supervisor.

A student is admitted to the internship on the basis of:

- a) Agreement on conducting a student internship for a given Student concluded between the university and the unit where the internship takes place,
- b) individual referral for internships.

Both of these documents are signed on behalf of the university by the supervisor based on the power of attorney granted by the Rector.

Warsaw 31.01.2020