

INTERNSHIP PROGRAM FOR POLITICAL SCIENCE
Undergraduate Studies (Practical Profile)

1. Objectives

The primary purpose of internships (placement) is to train students in the place of practical application of the knowledge they acquire.

Internships carried out by undergraduate students of political science are designed to enable them to verify their previously acquired knowledge of theories and methods used in political science and administration, as well as to acquire practical skills for using this knowledge in their future work with the people and institutions to which they provide their services.

During the internship, the student should also have the opportunity to demonstrate or acquire the relevant social competencies necessary for the profession.

The overarching goal of the internship is to familiarize the student with the nature of the profession performed within the specifics of the institution or facility that employs political science and administration graduates.

2. Learning Outcomes Assumed for the Internship (Placement)

Knowledge

1. The student understands the goals and tasks carried out by the facility and understands the place, role, and professional tasks of those working in the facility.
2. The student knows the tools and methods used to carry out practical tasks, as well as the types of structures of social institutions and business entities in which the student carries out their placement.
3. The student is familiar with the principles of professional ethics and the regulations governing the rules of work in the institution where they carry out their placement.

SKILLS

1. The student is able to properly analyze the causes, course, and effects of social processes and phenomena, relevant to the studied field of study, implemented in the institution.

2. The student is able to correctly use instruments and methods appropriate for the performance of specific professional tasks.
3. The student is able to properly apply standards appropriate to the performance of specific professional tasks.

Competences

1. In carrying out the duties assigned to him, the student demonstrates an appropriate professional attitude and responsibly assesses the limits of their competence.
2. The student is ready to recognize the importance of knowledge in solving problems of a theoretical and practical nature - arising in the activities of the institution or facility of placement.
3. The student adheres to the rules of professional ethics of an employee of the institution or facility of placement. The student uses the scientific knowledge gained in the course of study to solve practical professional problems.

3. Curriculum

The curricular content carried out during the internship should reflect the specific nature of the tasks assigned to the graduate of a bachelor's political science and administration program. This may include tasks that are related to:

- analytics,
- prognostics,
- advising,
- recruitment,
- administration,
- preparation of opinions and expert reports,
- research,
- and others.

The student should be familiar with organizational health and safety rules of the institution or facility.

Regardless of the type of institution, during the internship, the student should become generally familiar with the goals and objectives pursued by that institution or facility.

The student should be familiarized with the rules that apply to them, during the performance of professional activities and tasks, in relation to superiors and colleagues, including other employees in the institution or facility.

In addition, the student should be familiarized with the principles of establishing professional relationships with colleagues in an institution or facility and have the opportunity to practice or experience them in practice.

The student should be acquainted with the ethical principles and laws governing work in a given institution or facility, taking into account the specifics arising from the discipline of political science and administration and in relation to the specific activities and tasks assigned. A qualified employee of the institution or facility should supervise the correctness of the execution of tasks and compliance with these rules.

The student should have the opportunity both to observe the professional activities carried out in the institution or facility by another employee of the institution or facility, taking into account the specifics arising from the discipline of political science and administration, as well as to practice independently the performance of at least some of these activities during the internship.

Students should be provided with opportunities to apply their scientific knowledge to solve specific problems or practical tasks. In the content provided to the student, the relationship between scientific knowledge and its practical application should be particularly emphasized. At the same time, an attitude of humility and awareness of the limits of one's professional competence should be fostered.

The site's Internship Supervisor should motivate the student to perform the tasks and duties assigned conscientiously and with a sense of responsibility for all possible consequences. Pro-social motivation should be strengthened in the student.

4. Scope

The student's internship takes place in an institution or facility approved by the university's Internship Supervisor.

For political science with a practical profile, the required length of internships is 720 hours - carried out in an institution or facility.

Internships may be held in more than one institution or facility, but the total number of hours completed should fall below 720.

For students who began their studies earlier than the 2021/2022 academic year, the total length of the internship is 250 hours and is carried out in an institution or facility.

5. Internships in the Curriculum

Internship in an institution or facility can be carried out from the third semester of study.

Credit for internships is assessed at the end of the sixth semester of study.

6. Methods of Verification and Assessment of the Achievement of the Learning Outcomes

Verification of the achievement of individual learning outcomes assumed for the internship is carried out each time by the site's Internship Supervisor or the person who directly supervises the activities performed by the student during the internship, i.e., the University's Internship Supervisor.

In the *Internship Progress Report*, the student enters, each day, the activities and tasks performed and assigns to them the corresponding learning outcome codes. More than one learning outcome can be assigned to an activity. The site's Internship Supervisor ensures that the learning outcomes are correctly assigned to the activity or task performed by the student.

The site's Internship Supervisor assigns to the student a range of tasks and responsibilities consistent with the content described in this *Internship Program*, corresponding to the specifics of work in the institution or facility, and enables the student to achieve ALL the learning outcomes assumed for the internship.

The company's internship supervisor confirms the successful or unsuccessful achievement of task-related learning outcomes by entering in the Internship Progress Report, a pass (zal.) or fail (nzal.) of the specific learning outcome(s) assigned to the activity or task.

The site's Internship Supervisor prepares a final opinion on the student and the course of the internship. The Supervisor may insert comments and suggestions in that opinion.

The University's Internship Supervisor provides day-to-day supervision of the implementation of the internship and substantively analyzes the scope and specificity of the tasks completed by the student during the internship. At the end of the internship, the Supervisor discusses the internship with the student, including its course and the student's observations and experiences gained during the placement. The Supervisor checks the contents of the *Internship Progress Report*, verifies the correctness of internship hours. In addition, they verify the correctness of the assignment of learning outcomes to the activities and tasks performed by the student during the internship. Also, they make sure that the student has achieved ALL the learning outcomes assumed for the internship. Also, the Supervisor analyzes the final opinion on the student and the course of internship, drawn up by the site's Internship Supervisor. In

in case of concerns, the University's Internship Supervisor will resolve them in contact with the student and/or the site's Internship Supervisor.

Based on all the data collected in this way, the University's Internship Supervisor assesses the internship as either passed or failed and records this decision. The University's Internship Supervisor submits, to the Student Affairs Office: the protocol, together with the documentation of the practice (Agreement, Referral, Progress Report),

7. The Method of Documenting the Course of Internship and the Tasks Carried out During Internship

The mandatory documentation of the internship includes:

1. *Internship Referral*,
2. *Agreement to conduct a student internship* for a particular student or students,
3. *Internship Progress Report*,
4. *Internship Credit Record*.

The student is obliged to document the course of internship in the institution or facility in the *Internship Progress Report*. The following information must be included in the *Internship Progress Report*:

- the beginning and end dates of the internship,
- the name of the internship site (company),
- name, surname, position, and contact information of the site's Internship Supervisor,
- name, surname, position, and contact information of the University's Internship Supervisor,
- a list of the learning outcomes to be achieved by the student during the internship, with codes assigned to them,
- the scope of the student's assigned duties or tasks and functions,
- a daily record of the tasks assigned to the student, along with the corresponding learning outcomes, the achievement or non-achievement confirmed by the signature of the site's Internship Supervisor or other person who controls their performance,
- the final opinion and comments of the site's internship supervisor.

8. Criteria that must be met by internship sites

Internship sites may be an institution or facility that provides the opportunity for placement. The type of employment agreement with student in such an institution is not important (it can be an employment contract, contract of mandate (umowa-zlecenie), self-employment, etc.), but the scope of employment must allow for the continuous supervision of

the student, observation of their work, and verification of the learning outcomes. It is advisable that the specifics of the internship site and its tasks be relevant to the specialty pursued by the student at the University; however, this is not a necessary requirement, if adequately justified by the student.

Institutions or facilities where onsite internships take place must have adequate infrastructure and equipment to carry out professional tasks (e.g., decision-making procedures implemented, workflow systems, development strategies, etc.), according to the specifics of such an institution. The institution or facility must comply with general health and safety rules.

Verification of the fulfillment of the above criteria is carried out by a representative of the University before concluding the general *Internship Agreement with an institution*. The University's Internship Supervisors should maintain ongoing and occasional contact with institutions, and their management, with which the University has signed permanent *Agreements*. The University's Internship Supervisors may visit the facility, especially to verify the student's course of internship or to assess the facility's compliance with the standards. The University's Internship Supervisor should also ask for students' opinions, every time their placement is discussed, about their perceptions of the qualifications of those supervising them at the facility, working conditions, treatment, adherence to health and safety regulations and standards.

In case of becoming aware of any disturbing phenomena or objections related to the internship site, the University's Internship Supervisor should immediately personally verify them and bring them to the attention of the Dean. If gross violations of the terms of the *Agreement* or failure to meet the criteria required of such an institution are found, the Rector shall terminate the *Agreement* with such an institution.

9. Rules for Approval of Internship Sites Selected by the Student Independently

The student can independently choose the location of the full-time internship. In this case, the institution or facility must meet all the requirements described in point 7 of the *Internship Program*. The University's Internship Supervisor analyzes the appropriateness of the profile, goals, and objectives of the institution selected by the student and assesses whether it guarantees that the student will achieve all the learning outcomes assumed for the internship. In particular, the university's internship supervisor makes sure that the institution or facility employs people with education relevant to the discipline of political science and administration. The student is required to obtain approval of the internship site from the Internship Supervisor BEFORE undertaking the internship. Formally, approval of the internship site is given by the signing of the *Internship Referral* by the University's Internship Supervisor.

10. Conditions for Qualifying a Student for an Internship

A student who is obliged to complete an internship in an institution or facility, reports to the University's Internship Supervisor and declares in what place and at what time they want to complete the internship. The University's Internship Supervisor evaluates the adequacy of the student's proposal, taking into account all the conditions and criteria described in the university's *Internship Regulations* and *Internship Program* for political science. The decision to qualify a student for an internship is made by the University's Internship Supervisor.

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

- a) *Student Internship Agreement*, concluded between the University and the site where the internship takes place,
- b) individual *Internship Referral*.

Both of these documents are signed on behalf of the University by the University's Internship Supervisor under a power of attorney granted by the Rector.

Internships as project are carried out as part of the study program from the third semester of study, after fulfilling the conditions under the study regulations.