

## **Management – First-cycle (from 01.10.2020)**

### **Required documentation**

1. Internship Application Form (Annex 2)
2. GDPR Information Clause (Annex 3)
3. Internship Agreement (Annex 4)
4. Internship Logbook (Annex 5)
5. The Report on the Completion of Internship (Annex 6)
6. Student's Report on Internship – E-Survey (Annex 7)

### **Remember!**

1. Always fill out the bottom of each page by inserting the academic years and circling the applicable semester (e.g., Dąbrowa Górnicza, academic year 2021/2021 **winter**/summer semester).
2. Fill out all gaps (“.....”).
3. Circle (the correct) or cross-out (the incorrect) every field marked with “\*” as needed to give relevant data.

## 1. Internship Application Form

1. Circle the number of the internship (**I, II, or III**)
2. Fill in your student details
  - a. First name and surname
  - b. Address of residence (as applicable: flat number, street number, street, post-code, city, country – e.g., **3 maja Street 11/22, 41-200 Sosnowiec, Poland**)
  - c. Register number
  - d. Mode of study (**circle as applicable**)
  - e. Specialization (if applicable)
  - f. Year of study (**1, 2, or 3**)
  - g. Semester of study (**1, 2, 3, 4, 5, or 6**)
  - h. Student's phone number
  - i. Student's e-mail address
3. Fill in the internship details
  - a. Dates of the internship (e.g. from 01.10.2021 to 01.12.2021)
  - b. Name and **full** address of the company (address as applicable: flat number, street number, street, post-code, city, country – e.g., **3 maja Street 11/22, 41-200 Sosnowiec, Poland**)
  - c. Name of the department/organizational unit
  - d. Internship Supervisor (**Full name, job position**)
  - e. **Stamp of the enterprise**
  - f. Student's signature
4. Employer **description** (full name, legal form, industry, the territorial scope of activity, any other relevant information)
5. **Description** of department(s) (full name, structure, scope of activity)
6. Nature of planned tasks and works (please refer to section "Tasks to be carried out" and "The forms of activity conducted during the internship", use the future tense forms)
7. Knowledge to be acquired (please refer to section "Learning outcomes to be achieved by the student during the internship, use the future tense forms)
8. Skills to be acquired (refer to section "Learning outcomes to be achieved by the student during the internship, use the future tense forms)

9. Social competences to be acquired (refer to section “Learning outcomes to be achieved by the student during the internship, use the future tense forms)
10. Relevance of the internship place to the internship program (refer to sections mentioned above, indicate the connection between the internship and the given field of study)
11. Student’s signature

## 2. GDPR Information Clause

1. Student’s signature

## 3. Internship Agreement

1. Dąbrowa Górnicza, **date** ..... (e.g. 11.10.2021)
2. Fill in the name and **full** address of the company (address as applicable: flat number, street number, street, post-code, city, country – e.g., **3 maja Street 11/22, 41-200 Sosnowiec, Poland**)
3. Dates of the internship (e.g. from 01.10.2021 to 01.12.2021)
4. Academic year 20.../20... (e.g., 2021/2022)
5. Student’s details
  - a. Name and surname
  - b. Address of residence (as applicable: flat number, street number, street, post-code, city, country – e.g., **3 maja Street 11/22, 41-200 Sosnowiec, Poland**)
  - c. Mode of study (**circle as applicable**)
  - d. Year of study (**1, 2, or 3**)
  - e. Semester of study (**1, 2, 3, 4, 5, or 6**)
  - f. Register number
6. **Stamp and signature of the Director of the company or an authorized person**

## 4. Internship Logbook

**The course and description of activities undertaken during the internship** (print this page only once)

1. Circle the number of the internship (**I, II, or III**)
2. Fill in your student details
  - a. First name and surname
  - b. Register number
  - c. Specialization (if applicable)
  - d. Year of study (**1, 2, or 3**)
  - e. Semester of study (**1, 2, 3, 4, 5, or 6**)
  - f. Mode of study (**circle as applicable**)
3. Fill in the internship details
  - a. Dates of the internship (e.g. from 01.10.2021 to 01.12.2021)
  - b. Name and **full** address of the company (address as applicable: flat number, street number, street, post-code, city, country – e.g., **3 maja Street 11/22, 41-200 Sosnowiec, Poland**)
  - c. Name of the department/organizational unit
  - d. Internship Supervisor (**Full name**)
  - e. **Stamp of the enterprise**
  - f. Date
  - g. **Stamp and signature** of the company internship supervisor

**Register** (print and fill as many pages as needed)

1. Student's first name and surname
2. Dates of undertaken work described on this page of the register (from .... to ....)
3. Number of the clock hours described on this page of the register
4. Fill each day separately
  - a. Date (dd/mm/yyyy)
  - b. Working hours (from...to...)
  - c. Number of hours on a given day
  - d. Specification of activities, work, tasks, duties and functions performed
  - e. **Stamp and signature** and comments of the company internship supervisor

## **5. The Report on the Completion of Internship (completed by the company internship supervisor)**

### **Internship I**

#### **Part I**

1. Specialization
2. Number of hours
3. Table of confirmation of the learning outcomes achieved (enter “yes” or “no” in each column)
4. Date
5. **Stamp and signature** of the company internship supervisor

#### **Part II – Opinion of the company internship supervisor**

1. Table of evaluation of student’s work (mark each column from 1 to 5)
2. Date
3. **Stamp and signature** of the company internship supervisor
4. Questionnaire
5. **Stamp and signature** of the company internship supervisor

### **Internship II**

#### **Part I**

1. Specialization
2. Number of hours
3. Table of confirmation of the learning outcomes achieved (enter “yes” or “no” in each column)
4. Date
5. **Stamp and signature** of the company internship supervisor

#### **Part II – Opinion of the company internship supervisor**

1. Table of evaluation of student’s work (mark each column from 1 to 5)
2. Date
3. **Stamp and signature** of the company internship supervisor

4. Questionnaire
5. **Stamp and signature** of the company internship supervisor

### **Internship III**

#### **Part I**

1. Specialization
2. Number of hours
3. Table of confirmation of the learning outcomes achieved (enter “yes” or “no” in each column)
4. Date
5. **Stamp and signature** of the company internship supervisor

#### **Part II – Opinion of the company internship supervisor**

1. Table of evaluation of student’s work (mark each column from 1 to 5)
2. Date
3. **Stamp and signature** of the company internship supervisor
4. Questionnaire
5. **Stamp and signature** of the company internship supervisor

### **6. Student’s Report on Internship – E-Survey**

1. Circle the number of the internship (**I, II, or III**)
2. Fill in the questionnaire under the link below and attach a printout of it to the documentation.

<https://badania.wsb.edu.pl/index.php?r=survey/index&sid=682574&lang=en>