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|---|--------------------------|--|
| INTERNSHIP I, II, III PROGRAM IN THE FIELD OF MANAGEMENT FIRST-CYCLE PROGRAM | Semesters 2, 4, 5 | Total: 960 hours* (3x320 hours) |
|---|--------------------------|--|

Legal framework

1. The Act of 20 July 2018 Law on Higher Education (Journal of Laws, item 1668, as amended).

General information

2. According to the curriculum, students undertake three types of internship: I, II and III.
3. The internship is free and is undertaken in accordance with the curriculum in the **second, fourth and fifth** semester of study.
4. Students look for a place to undertake the internship on their own and the details of the internship are agreed with facility managers or they take advantage of the offers proposed by the University.
5. Students undertake the internship and submit documents confirming its completion in accordance with the schedule in force in the given semester, and announced on the University's website.
6. WSB University does not cover the costs of the internship.
7. Students are obliged to take out accident insurance for the duration of the internship.

Description of the internship

1. The internship involves 320 hours in each semester (semesters 2, 4, 5), in total - 960 hours.
2. The internship may take place in business units (also in the form of own business activity), in public administration units, research units, non-governmental organizations, European Union institutions - hereinafter referred to as "Company / Institution" - if the nature of the student internship is relevant to the field of study.

The general objective of the internship

Opportunity to compare knowledge acquired during the study with practice in the area of company management, expanding it with the skills necessary in the process of company management. The internship allows the student to gain such practical experience and broaden knowledge that is necessary for the efficient practice of their profession.

The specific objectives of the internship

- to broaden knowledge gained during studies and develop skills to apply it,
- to familiarize the student with the specificity of the professional environment,
- to develop professional skills related to the place where the internship takes place,
- to develop the skills of effective communication in the organization,
- to learn about the functioning of the organizational structure, rules of work organization and division of competences, procedures, a work planning process and control,
- to improve the ability to organize one's own and team work, effective time management, conscientiousness, and responsibility for assigned tasks,
- to conduct empirical research for the thesis (refers to semester 5).

Tasks

1. To familiarize oneself with the mission, goals, strategy and organization of the enterprise (institution) where the internship is undertaken.
2. To familiarize oneself with the specificity of the business activity of the company (institution), its financial situation and the economic environment.
3. To familiarize oneself with the operational activity of an enterprise (institution) in relation to its specific departments (e.g. marketing, human resources, accounting, finance, planning, economic analysis departments, etc.) and its management.
4. To improve skills related to the specialization chosen by the student.
5. To familiarize oneself with the documentation of the organizational unit and recording the basic

WSB University
Field: MANAGEMENT, FIRST-CYCLE PROGRAM

- economic operations carried out by individual departments. Documentation workflow.
6. To familiarize oneself with the data registry system in the enterprise (institution) and its suitability for decision-making purposes.
 7. To familiarize oneself with the organization of economic processes, organization of executive and managerial work in the enterprise (institution).
 8. To familiarize oneself with the principles, methods, techniques and tools used in management.

Forms of activity during the internship

1. Meetings with managers and other employees.
2. Observation of the work of specialists in a given field.
3. The independent performance of tasks and duties delegated by managers or the company's internship tutor.
4. Participation in meetings and training.
5. Analysis of the organizational structure and documentation of the company.
6. Discussing problems related to the operation of the company.
7. Planning activities (carried out by the student).

Learning outcomes to be obtained by the student during the internship

1) Knowledge:

- The student has basic knowledge of management as a science;
- The student has familiarized himself/herself with the regulations governing the functioning of the workplace where the internship takes place;
- The student has learned about the scope of activity of organizational units and positions where the internship takes place;
- The student has learned about the detailed tasks of people performing specific functions in the structure of the workplace and their mutual relationships;
- The student has familiarized himself/herself with the types of documents functioning in the workplace and the ways of filling them in;
- The student has broadened the knowledge of the field of study with a practical aspect

2) Skills:

- The student has the ability to apply theoretical knowledge about management in a specific functional area of the organization;
- The student can prepare their work site;
- The student can use the resources of the company necessary to perform work;
- The student can solve problems and tasks related to the work performed
- The student can not only observe, but also, if possible, actively participate in everyday works performed by specialists in their field;
- The student can apply theoretical knowledge and acquired skills in practice.

3) Social competences:

- The student is aware of the level of their knowledge and skills, understands the need for continuous professional and personal development.
- The student can evaluate their own competences and improve their skills by setting directions for their own development and education.
- The student can work in a team performing both tasks related to the implementation of imposed goals, as well as setting them and organization of the team work.
- The student is active and persistent in performing team activities.
- The student correctly identifies and resolves dilemmas related to the profession
- The student can think in an entrepreneurial way, is open to starting and conducting their own business activity and is ready to take up professional challenges.

The methods of verification of learning outcomes and assessment criteria.

Knowledge:

- observation of the student during the internship
- checking student's knowledge by the company's internship tutor on an ongoing basis;
- giving an opinion on and the assessment of the intern's knowledge by the company's internship tutor;
- preparing the student's internship report and its analysis.

Skills:

- observation of the student during the internship;
- checking the student's skills by the company's internship tutor;
- giving an opinion on and the assessment of the intern's skills by the company's internship tutor;
- conclusions from the analysis of the student's internship report.

Social competences:

- observation of the student during the performance of tasks related to the internship program;
- checking social competences by the company's internship tutor and other employees from the workplace during the internship;
- giving an opinion on and the assessment of social competences by the company's internship tutor;
- analysis of the student's internship report;
- discussion with the student.

The mode, conditions and documentation of completing the internship

1. The internship must be properly documented.
2. The following forms of the internship are allowed:
 - the internship organized by the University - the student takes advantage of the offer presented by the University;
 - the internship in the company declared by the student, provided that the nature of the work performed is consistent with the internship program relevant to the field of study;
 - employing a student in a company or completing an internship in a position corresponding to the internship program relevant to the field of study;
 - running your own business, if it is relevant to the internship program in a given field of study;
 - individual projects in the form of research and implementation works of the relevant department (in the case of the internship in the field of the general academic education profile).
3. The internship can be undertaken in the basic form or when the student works in a position relevant to the internship program, one can receive credit on the basis of professional work / conducting business activity/ undertaking other forms of activity.
4. The applicable documentation is provided below.

INTERNSHIP GUIDELINES & PROCEDURES

| I) INTERNSHIP UNDERTAKEN IN A BASIC FORM | |
|---|---|
| Actions taken before undertaking the Internship | <p>1) Before undertaking the Internship, the Student is obligated to submit the following documents to the Rector's Proxy for Student Internships</p> <ul style="list-style-type: none"> • Internship Application Form (Annex 1) • Internship Agreement (Annex 2) - two copies • Information Clause <p>Before undertaking the Internship, all necessary documents should be signed by the workplace Internship Supervisor and then approved by the Rector's Proxy for Student Internships.</p> |
| Actions taken after completing the Internship | <p>2) After completing the Internship, the Student is obligated to submit the following documents to the Rector's Proxy for Student Internships.</p> <ul style="list-style-type: none"> • Internship Application Form previously signed (Annex 1); • Internship Agreement previously signed (Annex 2); • Information Clause previously signed • Internship Logbook signed by the workplace Internship Supervisor (Annex 3); • Internship Report completed by the Internship Supervisor (Annex 4); • Internship Report prepared by the student (Annex 5) |
| II) INTERNSHIP CREDITED ON THE BASIS OF EMPLOYMENT / CONDUCTING BUSINESS ACTIVITY / TAKING OTHER FORMS OF ACTIVITY | |
| Actions taken to receive credit for the activity declared as the equivalent of the internship | <p>1) The Student is obligated to submit the following documents the to the Rector's Proxy for Student Internships:</p> <ul style="list-style-type: none"> • Application for crediting the Internship based on employment/ business activity/undertaking other forms of activity (Annex 6) • additional documents indicated in the application (the certificate of employment and the confirmation of professional duties/the volunteer certificate/ the confirmation of conducting business activity - CEIDG certificate, etc.) |

INTERNSHIP I, II, III APPLICATION FORM
(circle as applicable)

Student's details

First name and surname:

Address of residence:

Register number:

Mode of study: full-time / part-time *

Program of study: **First-cycle**

Field of study: **MANAGEMENT**

Specialization:

Year of study:

Semester of study

Student's phone number::

Student's e-mail address:

Internship details

Duration of the internship: from..... to

Name and address of the workplace in which the student intends to undertake the internship
.....
.....

Name of the department / organizational unit where the student will undertake the internship
.....

Stamp of the company / institution / facility *, which initially agreed to the student's undertaking of the student internship program.



*circle as applicable

After completing the internship

| <i>I acknowledge the completion of Internship I, II, III</i> | <i>I do not acknowledge the completion of Internship I, II, III</i> |
|---|---|
| (date) (signature of the Rector's Proxy for Student Internships) | (date) (signature of the Rector's Proxy for Student Internships) |

Employer description (legal form, industry, the territorial scope of the activity):

.....
.....
.....

Description of department(s), where the student intends to undertake the internship:

.....
.....
.....

Nature of planned tasks and works (substantive, organizational and auxiliary works):

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.....

Knowledge to be acquired during the internship (what will you learn?):

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Skills to be acquired during the internship (what will you learn?):

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Social competences to be acquired during the internship (what will you learn?):

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.....
.....
.....

How is the place of practice relevant to the internship program for a given field of study:

.....
.....
.....
.....
.....

.....
(Student's signature)

Approval of the Rector's Proxy for Student Internships to undertake the internship in the place chosen by the student

.....
(date)

.....
(signature of the Rector's Proxy for Student Internships)

Information Clause:

1. WSB University with its registered office located in Dąbrowa Górnicza (postal code: 41-300), Zygmunt Ciepłaka Street, number 1c, is the administrator of the personal data.
2. The function of Inspector for Personal Data at WSB University is performed by Martyna Kucharska-Staszal, who can be contacted at the University's registered office or via email: iod@wsb.edu.pl
3. The personal data shall be processed on consensual basis for the purpose of undertaking apprenticeship and it shall be entrusted to the apprenticeship organizer. The data shall not be disclosed to third parties.
4. The student has the right to demand the access to own personal data from the data administrator, as well as its rectification, removal, and limitation of processing – as long as it is within the observation of the law. The student has also the right to raise objections, withdraw the agreement to process the data at any moment, unaffected by the processing law that was applied on the basis of the agreement before the withdrawal thereof.
5. In reference to the personal data of the students who do apprenticeship, the automatized decision making procedures shall not be applied, including the profiled one.
6. Every person to whom the data pertains, has the right to file a complaint to the Supervisory Authority (the President of the Office for the Protection of Personal Data), if one believes that the processing of the data concerning themselves shall Violation the resolutions of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing directive 95/46/WE (General Data Protection Regulation).

Agreement:

1. I hereby agree for processing of my personal data by WSB University with its registered office in Dąbrowa Górnicza (postal code: 41-300), Zygmunt Ciepłaka Street 1c, for the sake of needs necessary to carry out the admission process, and in the case of being approved for the first year of studies, for the sake of documenting the course of studies.
2. I shall voluntarily provide the personal data, and I thereby confirm that they are corresponding to the facts.

I have familiarized myself with the content of the information clause included in the Information Clause, including the information on the purpose and the means of processing personal data, as well as the rights regarding the access to one's own data and introduce the amendments thereof.

.....
Place and date

.....
(Student's signature)

AKADEMIA WSB
ul. Ciepłaka 1C
41-300 DĄBROWA GÓRNICZA
Tel. (32) 262-28-05

Dąbrowa Górnicza,

INTERNSHIP AGREEMENT

Between WSB University, represented by the **Rector dr hab. Zdzisława Dacko-Pikiewicz, prof. AWSB**, hereinafter referred to as the University and

.....
.....

(name and address of the workplace)

hereinafter referred to as the Workplace, represented by the President/Director/Plant Manager.....

was entered into for the period from to and it reads as follows:

1. In the academic year 20.../20..., the University refers the following student to the Workplace to undertake the internship:

| Student's name and surname | Address of residence | Study |
|----------------------------|----------------------|---|
| | | Field: MANAGEMENT (first-cycle program) Mode of study: full-time / part-time * Year of study: Semester of study: Register no: <small>*circle as applicable</small> |

2. The Workplace shall:
 - a) familiarize students with the documents in force in their activity and related to the job position, e.g. company work regulations, regulations on the protection of state and official secrets, and health and safety regulations.
 - b) appoint a company representative (internship tutor) to supervise the performance of tasks resulting from the internship program.
 - c) enable the Plenipotentiary for Student Internship to exercise didactic and educational supervision and control over the student internship.
 - d) request the University to dismiss a student who has undertaken the internship on the basis of a referral, if he / she grossly violates work discipline. If the violation of the work discipline caused a threat to life or health, the employer may prevent the student from continuing the internship.
1. The University shall exercise didactic and educational supervision over the course of internship. The Plenipotentiary for Student internship, as a University representative, is the superior of students during the internship, is responsible for the implementation of the internship program in accordance with its purpose, and is authorized to settle matters related to the course of the internship together with the representative of the Workplace.
2. The internship is unpaid.
3. The University may, within its capabilities, inform the public via an Informant or other information channel that the Workplace supports students in obtaining higher education and at the same time thank them, on behalf of the Student, for enabling the internship, to which the Workplace agrees.
4. The Agreement has been made in two identical copies, one for each party.

.....
Rector's Proxy for Student Internships

.....
Signature and stamp of the Director or an authorized person

INTERNSHIP LOGBOOK/ INTERNSHIP I, II, III (circle as applicable)

The course and description of activities undertaken during the internship.

Student's name and surname.....

Register number:.....

Specialization:

Year of study, semester, mode of study: full-time / part-time (circle as applicable)

Duration of the internship: from to

Name and address of the workplace where the internship takes place

.....

Name of the department where the internship was undertaken.....

.....

Name of the supervisor on the part of the workplace .

.....

The register should contain a daily description of your activity in a given workplace (each day in a separate row of the table). What were your tasks? What problem, activity and function did you familiarize yourself with on a particular day? Sheets with tables should be as many as needed to describe all days of the internship.

Workplace stamp



.....

date

.....

signature and stamp of the workplace internship tutor

A company's internship tutor from a given workplace confirms, on an ongoing basis, the descriptions from particular days of the internship (in the last column of the table) and signs the entire register completed by the student on the last day of the internship.

The title page of the internship register should be printed only once.

Dąbrowa Górnicza, academic year 20..../20..., winter/summer semester* *circle as applicable

Student's name and surname:

.....

From to

The sum of the clock hours on the given page of the register:

| day (dd/mm/yyyy) | Internship hours from...to... | Number of hours on a given day | Specification of activities, work, tasks, duties and functions performed. | Confirmation (in the form of a signature and stamps) and the comments of the company internship tutor |
|---------------------|-------------------------------------|--------------------------------------|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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*This page of the internship register should be duplicated as many times as needed to describe all the days of the internship
(one row of the table is used to describe internship completed within one day only)*

THE REPORT ON THE COMPLETION OF INTERNSHIP I, II, III (circle as applicable)
(completed by the company's internship tutor)

| | |
|--|--|
| INTERNSHIP I, II, III (circle as applicable) IN THE FIELD OF MANAGEMENT FIRST-CYCLE PROGRAM | Total: 960 hours* (3x320 hours) |
|--|--|

Student's name and surname:

.....

Name and address of the institution / facility

.....

.....

Duration of the internship from to

Name and surname of the company's internship tutor

| Confirmation of the learning outcomes achieved | | Please enter: yes, no |
|--|---|--------------------------|
| KNOWLEDGE | 1) The student has basic knowledge of management as a science; | |
| | 2) The student has familiarized themselves with the regulations governing the functioning of the workplace where the <u>internship takes place</u> ; | |
| | 3) The student has learned about the scope of activity of organizational units and positions where the internship takes place; | |
| | 4) The student has learned about the detailed tasks of people performing specific functions in the structure of the <u>workplace and their mutual relationships</u> ; | |
| | 5) The student familiarized himself/herself with the types of documents functioning on the workplace and the ways of <u>filling them in</u> ; | |
| | 6) The student has broadened the knowledge of the field of study with a practical aspect. | |
| SKILLS | 1) The student has the ability to apply theoretical knowledge about management in a specific functional area of the organization; | |
| | 2) The student can prepare their work site; | |
| | 3) The student can use the resources of the company necessary to perform work; | |
| | 4) Student can solve problems and tasks related to the work performed; | |
| | 5) The student can not only observe, but also, if possible, actively participate in everyday works performed by specialists in their field; | |
| | 6) The student can apply theoretical knowledge and acquired skills in practice. | |
| SOCIAL COMPETENCES | 1) The student is aware of the level of their knowledge and skills, understands the need for continuous professional and personal development. | |
| | 2) The student can evaluate their own competences and improve their skills by setting directions for their own development and education. | |
| | 3) The student can work in a team performing both tasks related to the implementation of imposed goals, as well as setting them and organization of the team work. | |
| | 4) The student is active and persistent in performing team activities. | |
| | 5) The student correctly identifies and resolves dilemmas related to the profession. | |
| | 6) The student can think in an entrepreneurial way, is open to starting and conducting their own business activity, is ready to take up professional challenges. | |

Grade obtained during the internship*
(in digits: 2,0; 3,0; 3,5; 4,0; 4,5; 5,0 – please enter with a digit after the comma)

.....
Date

.....
Signature and stamp of the company's internship tutor

* Evaluation criteria are provided on pages 2 and 3 of the report

1. How do you assess formal student internship documents? (you can mark any number of answers)
 - The documents are clear
 - The documents are incomprehensible
 - Filling in the documents is time-consuming
 - In my opinion, the number of documents is too large
 - Documents need to be supplemented due to:
.....
.....
2. How do you assess the duration of your student internship (320 hours)? (please tick one answer)
 - The internship involves too few hours, I believe that it should take...hours.
 - The internship involves too many hours, I believe that it should takehours.
 - The number of hours of the internship is sufficient
3. Do you think that the course of the student internship is appropriate?
 - Yes
 - No, the internship is too early
 - No, the internship is too late
 - I do not know
4. Do you think that internship has an impact on student professional activity?
 - Definitely yes
 - Probably yes
 - I do not know
 - Probably not
 - Definitely not
5. What did the student have the biggest problems with:
.....
.....
6. Taking into account the list of learning outcomes that the student was supposed to achieve during the internship, which you would change, remove or add?
 - Knowledge, what?
.....
.....
 - Skills, which ones?
.....
.....
 - Social competences, which ones?
.....
.....
7. Do you agree to accept students of WSB University in the future?
 - Yes
 - No
 - I do not know

.....
Signature and stamp of the company internship tutor

**CRITERIA FOR THE COMPLETION OF THE STUDENT INTERNSHIP
IN THE FIELD OF MANAGEMENT
AT WSB UNIVERSITY**

Grade 5.0 (very good)

is received by a student who, during the internship:

- has a high level of knowledge in their field of study,
- can effectively use their knowledge in the field of study and apply it in practice successfully,
- shows a perfect ethical attitude and exemplary conduct towards employees and other stakeholders of the institution,
- can work very effectively in a team,
- analyzes, in a full and factual way, problems and documentation related to the activities of a given institution,
- sets a plan of action very efficiently, including modifications to the action in problem situations,
- performs tasks planned by the company's internship tutor perfectly, independently and efficiently,
- undertakes activities specified and assigned by the company's internship tutor and shows own initiative and exemplary commitment,
- is creative in action and has interpersonal and communication skills.

Grade 4.5 (good plus)

is received by a student who, during the internship, has partially satisfied the criteria for obtaining grade 5.0 (very good).

Grade 4.0 (good)

is received by a student who, during the internship:

- has a satisfactory level of knowledge in their field of study,
- can effectively use their knowledge in their field of study and apply it successfully in practice,
- shows an appropriate ethical attitude and proper behavior towards employees and other stakeholders of the institution,
- can work efficiently in a team,
- analyzes the problems and documentation related to the activity of the institution sufficiently well,
- sets a plan of action efficiently, including modifications to the action problem situations,
- performs tasks planned by the company's internship tutor correctly, independently and efficiently,
- undertakes activities specified and assigned by the company's internship tutor

Grade 3.5 (satisfactory plus)

is received by a student who, during the internship, has partially satisfied the criteria for obtaining grade 4.0 (good).

Grade 3.0 (satisfactory)

is received by a student who, during the internship:

- has a small amount of knowledge in their field of study,
- can use their knowledge of their field of study sufficiently and apply it in practice if assisted by the company's internship tutor,
- shows an appropriate ethical attitude and appropriate behavior towards employees and other stakeholders of the institution,
- can work in a team,
- analyzes problems and documentation related to the activities of a given institution after receiving guidance from the company's internship tutor.
- sets a plan of action including modifications to the action in problem situations with the help of a company's internship tutor,
- performs tasks planned by the company's internship supervisor only when he/she cooperates with the tutor and receive his/her instructions,
- undertakes activities specified by the company's internship tutor.
- is interested in broadening knowledge and improving the efficiency of their action,
- work, is limited to implementing the instructions of the company's internship tutor.

Grade 2.0 (unsatisfactory)

is received by a student who, during the internship:

- has a very small amount of knowledge in their field of study,
- is unable to use their knowledge of their field of study and does not have the ability to do practical work even when the company's internship tutor helps them,
- shows an inadequate ethical attitude and inappropriate behavior towards employees and other stakeholders of the institution,
- cannot work in a team,
- cannot analyze problems and documentation related to the activities of a given institution, and even after receiving guidance from the company's internship tutor,
- does not set a plan of action including modifications to the action in problem situations and is limited to the implementation of the instructions of the company's internship tutor,
- performs tasks assigned incorrectly even when he/she cooperates with the tutor and receives his/her instructions,
- performs tasks assigned incorrectly even in cooperation with and with instructions from the company's internship tutor ,
- is not interested in broadening their knowledge and improving the efficiency of their action,
- at work, is limited to implementing the instructions of the company's internship tutor.

STUDENT'S REPORT
ON INTERNSHIP I, II, III - E-SURVEY
(circle as applicable)

Please attach a printout of the questionnaire which has been previously filled in by the student in an electronic version to the documentation confirming the completion of **INTERNSHIP I, II, III** *(circle as applicable)*.

The questionnaire can be found at: <https://badania.wsb.edu.pl/index.php?r=survey/index&sid=682574&lang=en>

.....
(student's name and surname, *register number*)
.....
(specialization)
.....
(phone number and e-mail address)

Mode of study: full-time/ part-time*
Program of study: first-cycle
Year of study, semester

Name and surname of the Supervisor:
.....

APPLICATION FOR CREDIT FOR THE INTERNSHIP I, II, III

(circle as applicable)

ON THE BASIS OF EMPLOYMENT/CONDUCTING BUSINESS ACTIVITY / TAKING OTHER FORMS OF ACTIVITY *

To the Rector's Proxy for Student Internships

I request credit for the internship I, II, III (circle as applicable) completed in (*company's name, address*)
.....
.....

In the form of*:

- employment under an indefinite duration employment contracts
- employment under a fixed-term employment contract
- employment under a civil law contract
- conducting business activity
- volunteer work
- undertaking different activity relevant to the field of study (which?)
.....

which I confirm with the documents enclosed**

I enclose:

1.
2.
3.

The date of commencing and finishing the internship / volunteer work / work * from to
.....

* circle as applicable

** it can be a contract of employment / certificate of employment and a confirmed scope of duties/job description; a certificate of completed internship together with the internship program; a certificate of volunteer work and tasks performed, the confirmation of conducting business activity- a CEIDG certificate, etc. Only copies of documents confirmed as true copies of the original document are recognized.

The topic of a Bachelor thesis (it applies only to semester 5)
.....

* circle as applicable

| | |
|--|--|
| I agree to recognize the student's activity as an equivalent of the Internship I, II, III | |
| (date) | (Supervisor's signature)*** |
| (date) | (signature of the Rector's Proxy for Student Internships) |

*** Supervisor's signature is required only when the student gathers materials necessary to write a Bachelor thesis during the internship in semester 5.

Description of the employer (legal form, branch, territorial scope of the activity):

.....
.....
.....

Description of the student's present/previous* position (s):

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.....
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The nature of the tasks and works performed (substantive, organizational and auxiliary works):

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Knowledge acquired during work (what have you learned?):

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Skills acquired during work (what have you learned?):

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Social competences acquired during work (what have you learned?):

.....
.....
.....
.....

How is professional experience/business activity relevant to the internship program in the given field of study:

.....
.....
.....
.....

.....
(student's signature)

I confirm the description of the student's professional work

.....
place, date

.....
Surname and first name, stamp and signature of the superior