INTERNSHIP I, II, III PROGRAM (*circle as applicable*) IN THE FIELD OF COMPUTER SCIENCE FULL-TIME AND PART-TIME SECOND-CYCLE STUDY PROGRAM	Semesters 1,2,3 (*circle as applicable*)	Total: 480 hours* (3 x 160 hours)

*in teaching hours 1h=45 min

Legal framework

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

General information

1. The internship is an integral part of the education process of Computer Science students, resulting from the second-cycle study program with a practical profile.
2. Full-time and part-time students are required to complete their internship.
3. The following persons supervise students who conduct the internship:
    – from the University – the Rector's Proxy for Student Internships.
    – from the company/instuitution where the internship takes place - a company internship supervisor, who is a company employee designated by the company/institution.
4. The internship in the field of Computer Science is undertaken in accordance with the curriculum in the first, second and third semesters of study, respectively: Internship I – in the first semester, Internship II- in the second semester, and Internship III – in the third semester of study.
5. The university provides students with places where the internship can be undertaken. The internship can be completed in a company or institution from the public or private sector with their activity directly related to the "Computer Science" field of study. The places of internship are verified by the University based on the criteria adopted. These criteria take into account the following:
    – the position of a company/institution on the market
    – credibility
    – the possibility of achieving internship learning outcomes: the scope of activity, the functions and goals of organizational activity in line with the field of study of Computer Science, organizational structure, the qualifications of staff ensure the appropriate competencies of the company internship supervisor, the infrastructure of the organization enables the achievement of learning outcomes - it is modern and in line with technological and organizational trends and with the one currently used in the professional activity.
    - allowing the possibility of participation of the Rector's Proxy for Student Internships in the internship process where the student achievements will be assessed.
6. Based on the verification results, the Academic Careers Office successively complements the WSB University database of internships and makes a list of organizations (companies, institutions) available to students.
7. Students can look for an internship place themselves and agree the details of the internship with the organization management, provided it is approved by the Rector's Proxy for Student Internships, based on the criteria adopted by the University.
8. In terms of requirements regarding the insurance described by the organization where the internship takes place, the student should insure against accidents for the duration of the internship and present the copy of the insurance held.
9. The intersnhip is assessed regularly by the University authorities, students and employers. The assessment includes: internship program, organization of the internship and the place of the internship.
10. Employers assess the internship program and its organization. The questionnaire of the internship assessment by the employer is the Annex 5 to this document.
11. Students assess the internship in the survey (Annex 6).

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

12. Students are required to submit the full documentation before undertaking and internship, which is Annexes 2,3,4 hereto.

Description of the internship
1. The internship involves 480 hours and is undertaken in 3 semesters of study, 160 hours each semester.
2. The student may undertake internships in entities where it is possible to achieve internship learning outcomes i.e. entities (public or non-public workplaces) with strict IT profile where they will learn the practical aspects of creating, implementing and operating information systems, as well as entities with other business profiles, in IT units in which student's internship will be related e.g. to the administration and configuration of computer networks, internal service of computer hardware, operation of operating IT systems, design of IT systems, the creation and administration of databases, computer programming, designing websites, designing and implementing the integrated packages of company, security systems and computer graphics management.

The objective of the internship
1. The objective of the internship is to create an opportunity for the practical application of theoretical knowledge acquired during studies, expand it with practical aspects, develop and improve practical skills and acquire social competences – including the competences necessary to pursue a profession related to the field of studies in Computer Sciences. The internship allows students to familiarize themselves with the real conditions and tasks carried out in the professional activity and to understand the requirements of the labor market and employers. The internships also allows students to directly gain professional experience and practical knowledge which helps them to broaden knowledge during classes at University. Students will familiarize themselves with the functioning of organizations, which may be a place of work for graduates in the future, improve the skills of applying specialist knowledge in professional situations through practical tasks, prepare for independence and responsibility for assigned tasks, shape analytical, designing and programming skills, learn methods, forms and tools of the organization and the way of planning work related directly to the place of internship and related to the professional activity in the field of computer science.
2. The specific objectives of the internship:
   – broadening the knowledge acquired during studies, including practical aspects and developing the ability to use it;
   – familiarizing the student with the specificity of the professional environment;
   – developing practical skills – specifying and solving complex engineering tasks;
   – participation in the implementation of projects, IT tasks of an implementation nature;
   – knowledge of the functioning of the organizational structure, principles of work organization, division of competences, procedures, a work planning process, control rules and procedures;
   – developing the ability to communicate effectively in the organization;
   – improving the skills of organizing own and team work, effective time management, conscientiousness, responsibility for the assigned tasks.

Tasks to be carried out:
1. To familiarize oneself with the rules and principles of the company/institution where the internship takes place.
2. To familiarize oneself with the organizational structure of the company/institution, organizational units, positions and the scope of their activities and responsibilities and tasks. Participating in meetings with managements and other employees.
3. To familiarize oneself with the role and scope of work on a given position.
4. To familiarize oneself with OHS rules and regulations applicable to employees of the IT department.

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

5. To familiarize the student with the flow of information, types of documents and their circulation.
6. To familiarize oneself with computer equipment and information systems used in the workplace, taking into account the following: the configuration of the computer hardware, operating systems and software, data security systems, archiving, anti-virus software and mobile technologies.
7. To analyze the functional-organizational structure of the information system.
8. To familiarize oneself with the rules of completing the technical documentation of IT systems.
9. To familiarize oneself with the principles of IT system design and calculating the costs of such projects.
10. To familiarize oneself with the problems of data security, information protection and protection of copyrights, licenses and the use of legal software in the institution.
11. To observe and participate actively in everyday work by performing tasks independently or under supervision.
12. To assist project teams in developing and implementing IT projects.
13. To improve organizational skills, team work and effective time management, apply the acquired skills into practice, conscientiousness, responsibility for assigned tasks.
14. To perform tasks considered by direct supervisors of the internship as important in terms of the specific activity of the company and field of study of Computer Science.
15. To fill in the logbook including the registration of activities from each day of the internship confirmed by the signature of the company internship supervisor.

Learning outcomes to be achieved by the student during the internship.

Internship I

1) **Knowledge:**
   The student:
• knows the rules and principles governing the functioning of the Organization in which the internship takes place;
• knows solutions related to software development, operating systems, network technologies, databases, and security of computer systems in the Organization – the place of internship;
• knows and understands selected processes in the life cycle of computer equipment and systems in the Organization in which the internship takes place;
• knows the rules for the administration of databases in the Organization where the internship takes place;
• knows Internet technology solutions in the Organization where the internship takes place.

2) Skills
The student:
• can apply theoretical knowledge acquired during the internship and use the acquired practical skills to implement engineering IT solutions;
• can work individually and in a team performing tasks related to the achievement of objectives, can estimate the time needed to carry out the assigned task;
• can obtain information from literature, databases, technical documentation and other sources in order to perform assigned tasks;
• can modify or improve existing technical solutions;
• can use the right methods and IT tools in engineering analytical work.

3) **Social competences:**
   The student:
• is active and has perseverance in the implementation of team activities;
• understands the need to recognize the role of knowledge in professional and personal development;
• can think in an entrepreneurial way, he or she is prepared to take on the professional challenges.

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

Internship II

1) Knowledge:
The Student:
- knows the scope of the activity of organizational units, positions, tasks of persons performing specific functions within the Organization's structure and their interrelationships;
- knows and understands the lifecycle processes of computer equipment and systems in the Organization in which the internship takes place;
- knows the rules for the development of software, operating systems, network technologies, databases and the security of computer systems used in the Organization in which the internship takes place;
- knows methods, techniques, tools and materials used to solve the IT engineering tasks in the Organization in which the internship takes place;
- knows basic technical standards and norms for engineering activities used in the Organization where the internship takes place.

1) Skills:
The Student:
- can apply the theoretical knowledge acquired during the internship and use the skills acquired to implement solutions to complex IT problems in the Organization where the internship takes place;
- can work individually and in a team performing complex tasks related to the achievement of objectives, can estimate the time needed to carry out the task, can develop and implement a timetable ensuring that the deadlines are met;
- can plan the directions of his or her own professional development and education using experience gained during the internship;
- can perform computer simulations, interpret the results obtained using appropriate techniques appropriate to the engineering activity, performing the tasks commissioned during the internship;
- can identify and specify practical engineering tasks in the Organization in which the internship takes place;
- can assess the suitability of routine methods and tools for the implementation and administration of the database system, and select and apply appropriate methods and tools for the tasks in the Organization in which the internship takes place.

3) Social competences:
The Student:
- is active and responsible in the implementation of individual and team activities;
- is aware of the level of his or her knowledge and skills, understands the need to recognize the role of knowledge, certification of skills in solving IT problems.

Internship III

1) Knowledge:
The student:
- knows the scope of the activity of the organizational units and positions, the tasks of persons performing specific functions within the structure of the Organization and their competences and interrelationships;
  - knows how to develop software, operating systems, network technologies, databases and security of computer systems in the Organization where the internship takes place;
  - has the advanced knowledge of the possibilities of using Internet and mobile technologies,

multimedia technologies in the development of practical solutions in the
- knows the possibilities of applying integrated management systems and optimizing IT tools in the Organization where the internship takes place;
- has the advanced knowledge of the practical application of methods, tools and materials in solving tasks, including complex engineering tasks in the field of computer science in the organization in which the internship takes place;
- knows technical standards and norms related to the engineering activity in the Organization where the internship takes place.

2) Skills:
The student:
- can apply the theoretical knowledge acquired during the internship and use the acquired skills to implement solutions to complex IT problems in the Organization, in which the internship takes place and assess their impact;
- can participate actively in everyday complex work and projects conducted by IT specialists;
- can work individually and in a team performing tasks related to the achievement of objectives, can estimate the time needed to perform the task, can develop and implement a timetable ensuring that the deadlines are met;
- can, under the supervision of the internship supervisor, lead the work of the team performing simple tasks;
- can plan the directions of his or her professional development in light of the practical experience gained;
- can plan and conduct computer simulations, interpret the results obtained and draw conclusions by using techniques characteristic in performing the activities and tasks of the engineering activity in the Organization in which the internship takes place;
- can identify and specify the practical engineering tasks in the Organization in which the internship takes place, using analytical and simulation methods to formulate and solve these tasks using engineering standards and norms;
- can assess the suitability of methods and tools for the implementation and administration of the database system, and select and apply appropriate methods and tools to solve practical IT problems in the Organization in which the internship takes place.

3) Social competences:
The student:
- is active and responsible in the performance of engineering tasks, is ready to take care of the traditions of the IT professional;
- is aware of the level of his or her knowledge and is ready to recognize the role of knowledge in solving practical IT problems.

The methods of the verification of learning outcomes and assessment criteria applied to assess knowledge, skills and social competences
- observation of the student during the performance of tasks related to the internship program;
- checking the student's knowledge by the company internship supervisor on an ongoing basis;
- giving an opinion on and the assessment of the intern's knowledge by the company internship supervisor;
- checking social competences by the company internship supervisor and other employees from the workplace during the internship;
- analysis of the student's internship report;
- discussion with the student.

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

The mode, conditions and documentation of completing the internship
1. Internship completion requirements include:
   – the achievement of all assumed internship learning outcomes in the field of Computer Science and field-related learning outcomes as documented by the student in accordance with the **Internship guidelines and procedures (Annex nr 1).**
   – the presentation of the required documentation specified in the **Internship guidelines and procedures** by the student, including the logbook, an Internship approval card and the opinion of a company internship supervisor where the internship takes place which is Annex no. 5 hereto. The internship approval is completed by Rector's Proxy for Student Internships based on the documents proving that student completed the internship.
2. ECTS credits are awarded for the completed internship, in accordance with the second-cycle study program for Computer Science.
3. The internship may be credited taking into account the principles of confirming learning outcomes, after fulfilling the conditions set out in Article 71 of the Law on Higher Education and Science.
4. Internships are credited taking into account the principles of the confirmation of learning outcomes by the relevant Commission established in accordance with the learning outcome confirmation procedure and principles laid down by the Senate of WSB University.
5. The applicable documentation is provided below (no. 1 – to no. 8).

Annex 1

INTERNSHIP GUIDELINES AND PROCEDURES

Actions taken **before** undertaking the internship	1) Before undertaking the internship, the Student is obliged to submit the following documents to the Rector's Proxy for Student Internships: • **Internship Application Form** (Annex 2); • **GDPR Information Clause** (Annex 3); • **Internship Agreement** (Annex 4) (two copies); Before undertaking the internship, all necessary documents should **be stamped and signed** by the authorized person in the workplace where the internship will take place and then approved by the Rector's Proxy for Student Internships.
Actions taken **after** completing the internship	2) After completing the internship, the Student is obliged to submit the following documents to the Rector's Proxy for Student Internships. • **Internship Application Form** with the Approval of the Rector's Proxy for Student Internships (Annex 2); • **Internship Agreement** previously signed (Annex 4); • **GDPR Information Clause previously signed** (Annex 3); • **Internship Logbook** signed by the workplace Internship Supervisor (Annex 5); • **Report on the Completion of the Internship** completed by the Company Internship Supervisor (Annex 5); • **Printed Internship Questionnaire completed by the Internship Supervisor** (Annex 5); • **Internship Report** prepared by the student (Annex 7); • After checking the documents submitted by the student, conducting a verification interview, assessing the fulfilment of the conditions for completing the internship specified in the Internship Rules and Regulations, the Rector's Proxy for Student Internships decides to acknowledge the completion of the internship and gives credit in the internship course card and in the academic transcript in the Virtual University system.

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

WSB University, Field of study: COMPUTER SCIENCE, second-cycle program

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: **Second-cycle**

Field of study**: COMPUTER SCIENCE**

Specialization: ....

Year of study: ……………

Semester of study: ……………

Student's phone number: ....

Student's e-mail address: …………………………………………………………..

Internship details

Duration of the internship from …………….. to ……………

Number of internship hours………………………………….

Name and address of the company 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.

I give consent to the processing of my personal data for the purpose of undertaking the internship and I declare that I have read the content of the information clause on the processing of personal data for the purpose of the student internship.

……………………………..

Student's signature

After completing the internship

I acknowledge the completion of Internship I, II, III	*I do not acknowledge the completion of Internship I, II, III*
……. …………………………………… *(date) (signature of the Rector's Proxy for Student Internships)*	……. …………………………………… *(date) (signature of the Rector's Proxy for Student Internships)*

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

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)**:**

....

....

....

……

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

……

……

……

……

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

……

……

……

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

………

………………………………………………………………………………………………

……

…………………………………………………………………………………

How is the place of the internship 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)*

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

Annex 3

GDPR Information Clause:

1. GDPR information obligation on the conditions for the processing of personal data: The Controller of personal data is Akademia WSB (WSB University) with its registered office in Dąbrowa Górnicza 41-300, ul. Cieplaka 1c. To contact us, send an e-mail to: rektorat@wsb.edu.pl or call +48 32 262-28-05.

2. Please be informed about the appointment of the Data Protection Officer, the function of which is performed by Martyna Kucharska-Staszel. You can contact her by sending an e-mail to: iod@wsb.edu.pl or by calling +48 513-457- 575.

3. Personal data will be processed pursuant to Art. 6 sec. 1(c) GDPR, in connection with the conclusion by the University of an agreement on the conduct of the student internship, which is one of the student's obligations under art. 107 para. 2 point 2 of the Law on Higher Education and Science of July 20, 2018 (Journal of Laws 2018, item 1668, as amended) and may result from the study program pursuant to Art. 67 sec. 5 of the aforementioned Act, because the internship is aimed at achieving learning outcomes shaping practical skills referred to in Art. 64 sec. 2 point 1 of the said Act by the student.

4. The recipients of personal data will be the following entities: internship organizers, who independently or jointly with others determine the purposes and methods of personal data processing on the basis and within the limits of the agreement concluded by the University on the implementation of student internship and bodies operating on the basis of applicable law.

5. Personal data will be stored for the period necessary under the applicable provisions of the Law on Higher Education and Science of July 20, 2018 (Journal of Laws 2018, item 1668, as amended) and its implementing acts regulating the obligation to implement the student internship.

6. The student is entitled to request the data controller to access their personal data, rectify it, delete it or limit its processing - within the limits permitted by law. The student is also entitled to object to the processing of personal data, withdraw consent to their processing at any time if the data was processed on the basis of consent - Art. 6 sec. 1 (a) GDPR, without affecting the lawfulness of processing based on consent before its withdrawal.

7. Personal data will not be processed in an automated manner and will not be the basis for automated decision making, including profiling.

8. Personal data will not be transferred to a third country.

9. In connection with the processing of personal data by the Controller, the person is entitled to:
   a. request access to personal data - art. 15 GDPR;
   b. request the rectification of personal data - art. 16 GDPR;
   c. request the deletion of personal data - art. 17 GDPR;
   d. request the restriction of the processing of personal data - art. 18 GDPR;
   e. transfer personal data - art. 20 GDPR;
   f. object to the processing of personal data - art. 21 GDPR;
   g. withdraw consent to the processing of personal data at any time, if it is based on art. 6 sec. 1 (a) GDPR. The withdrawal of consent to the processing of personal data does not affect the lawfulness of the current processing of this data;
   h. lodge a complaint with the supervisory authority for the compliance with personal data protection regulations, i.e. the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, kancelaria@uodo.gov.pl (in accordance with Article 77 of the GDPR).

   I declare that I have read the content of the information obligation on the conditions of processing my personal data, including information about the purpose and methods of personal data processing, as well as the right to access the content of this data and the right to rectify it.

....

(Student`s signature)

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

Dąbrowa Górnicza, date ....… .

Akademia WSB
ul. Cieplaka 1C
41-300 Dąbrowa Górnicza
tel. (32) 262-28-05

INTERNSHIP AGREEMENT*

(The internship agreement must be printed in two copies)

Between WSB University, represented by **the Rector Assoc. Prof. Zdzisława Dacko-Pikiewicz, PhD,**
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 annex the following student to the Workplace to undertake the internship:

Student's first name and surname	Address of residence	Study
		Field: **COMPUTER SCIENCE** (second-cycle study program) Mode of study: full-time / part-time * Year of study: .... Semester of study: .... Register no: .... ***Please delete as applicable.**

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) with relevant professional experience to supervise the performance of tasks resulting from the internship program and verification of learning outcomes..
   c) enable the Proxy 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.

3. The University shall exercise didactic and educational supervision over the course of internship. The Proxy for Student Internships, 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.

4. 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.

5. 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

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

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

Student's first name and surname: …………………………………………………………………………

Register number: …………………………….

Specialization:…………………………………………………………………………………

Year of study……………, semester …………..., mode of study: full-time / part-time *(delete 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:

…………………………………………...

……………………………………………………………………………………………………….....

………

 First name and surname of the company internship supervisor ……………………………………….

Workplace stamp

……………………………………   …………………………………………..

Date   Signature and stamp of the company internship supervisor

The student has completed OHS and on-the-job training on the premises of the facility

…………………………………………   …………………………………………………..

Date   Signature and stamp of the company internship supervisor

I declare that I have read the internship regulations

…………………………………………   …………………………………………………………

Date   Student's signature

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

Part I

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 supervisor

This page of the internship logbook 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 the internship completed within one day only)

…………………………………… …………………………………………………..
Date Signature and stamp of the company internship supervisor

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

PART II

THE REPORT ON THE COMPLETION OF INTERNSHIP I

(to be completed by the company internship supervisor)

INTERNSHIP I IN THE FIELD OF COMPUTER SCIENCE FULL-TIME AND PART-TIME SECOND-CYCLE STUDY PROGRAM	.... Semester 1

Student's first name and surname……………………………………………………………………………………

Name and address of the organisation/institution…………………………………………………………………..

Duration of the internship from……………………..to…………………………………………………………..

Name and Surname of the company internship supervisor………………………………………………………….

		Confirmation of the learning outcomes achieved	Please enter: yes, no
KNOWLEDGE	1)	the student knows the rules and principles governing the functioning of the Organization in which the internship takes place;	
	2)	the student knows solutions related to software development, operating systems, network technologies, databases, and security of computer systems in the organization – the place of internship;	
	3)	the student knows and understands selected processes in the life cycle of computer equipment and systems in the Organization in which the internship takes place;	
	4)	the student knows the rules for the administration of databases in the Organization where the internship takes place;	
	5)	the student knows internet technology solution in the organization where the internship takes place;	
SKILLS	1)	the student can apply theoretical knowledge acquired during the internship and use the acquired practical skills to implement engineering IT solutions;	
	2)	The student can work individually and in the team performing tasks related to the achievement of objectives, can estimate the time needed to carry out the assigned tasks;	
	3)	The student can obtain information from literature, databases, technical documentation and other sources in order to perform assigned tasks;	
	4)	The student can modify or improve existing technical solutions;	
	5)	The student can use the right methods and IT tools in engineering analytical work;	
SOCIAL COMPETENCES	1)	The student is active and has perseverance in the implementation of team activities;	
	2)	The student understands the need to recognize the role of knowledge in professional and personal development;	
	3)	The student can think in an entrepreneurial way, he or she is prepared to take on the professional challenges.	

………………………………   ….………………….……………………….

Date   Signature and stamp of the company internship supervisor

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

PART II

THE REPORT ON THE COMPLETION OF INTERNSHIP II
(to be completed by the company internship supervisor)

INTERNSHIP II IN THE FIELD OF COMPUTER SCIENCE FULL-TIME AND PART-TIME SECOND-CYCLE STUDY PROGRAM	.... **Semester 2**

Student's first name and surname…………………………………………………………………………………

Name and adress of the organisation/institution……………………………………………………………..

Duration of the internship from……………………..to……………………………………………………..

Name and Surname of the company internship supervisor…………………………………………………

		Confirmation of the learning outcomes achieved	Please enter: yes, no
KNOWLEDGE	1)	The student knows the scope of the activity of organizational units, positions, tasks of persons performing specific functions within the Organization's structure and their interrelationships;	
	2)	The student knows and understands the lifecycle processes of computer equipment and systems in the Organization in which the internship takes place;	
	3)	The student knows the rules for the development of software, operating systems, network technologies, databases and the security of computer systems used in the Organization in which the internship takes place;	
	4)	The student knows methods, techniques, tools and materials used to solve the IT engineering tasks in the Organization in which the internship takes place;	
	5)	The student knows basic technical standards and norms for engineering activities used in the Organization where the internship takes place;	
SKILLS	1)	The student can apply the theoretical knowledge acquired during the internship and use the skills acquired to implement solutions to complex IT problems in the Organization where the internship takes place;	
	2)	The student can work individually and in a team performing complex tasks related to the achievement of objectives, can estimate the time needed to carry out the task, can develop and implement a timetable ensuring that the deadlines are met;	
	3)	The student can plan the directions of his or her own professional development and education using experience gained during the internship;	
	4)	The student can perform computer simulations, interpret the results obtained using appropriate techniques appropriate to the engineering activity, performing tasks commissioned during the internship;	
	5)	The student can identify and specify practical engineering tasks in the Organization in which the internship takes place;	
	6)	The student can assess the suitability of routine methods and tools for the implementation and administration of the database system, and select and apply appropriate methods and tools for the tasks in the Organization in which the internship takes place;	
SOCIAL COMPETENCES	1)	The student is active and responsible in the implementation of individual and team activities;	
	2)	The student is aware of the level of his or her knowledge and skills, understands the need to recognize the role of knowledge, certification of skills in solving IT problems.	

……………………………   …….………………..……………

Date   Signature and stamp of the company internship supervisor

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

Part II

THE REPORT ON THE COMPLETION OF INTERNSHIP III
(to be completed by the company internship supervisor)

INTERNSHIP III IN THE FIELD OF COMPUTER SCIENCE FULL-TIME AND PART-TIME SECOND-CYCLE STUDY PROGRAM	………….. **Semester 3**

Student's first name and surname…………………………………………………………………………
Name and adress of the organisation/institution………………………………………………………..
Duration of the internship from……………………..to……………………………………………..
Name and Surname of the company internship supervisor…………………………………………….

		Confirmation of the learning outcomes achieved	Please enter: yes, no
KNOWLEDGE	1)	The student knows the scope of the activity of the organizational units and positions, the tasks of persons performing specific functions within the structure of the Organization and their competences and interrelationships;	
	2)	The student knows how to develop software, operating systems, network technologies, databases and security of computer systems in the Organization where the internships takes place;	
	3)	The student has the advanced knowledge of the possibilities of using internet and mobile technologies, multimedia technologies in the development of practical solutions in the organization;	
	4)	The student knows the possibilities of applying integrated management systems and optimizing IT tools in the Organization where the internship takes place;	
	5)	The student has the advanced knowledge of the practical application methods, tools and materials in solving tasks, including complex engineering tasks in the field of computer science in the organization in which the internship takes place;	
	6)	The student knows technical standards and norms related to the engineering activity in the Organization where the internship takes place;	
SKILLS	1)	The student can apply the theoretical knowledge acquired during the internship and use the acquired skills to implement solutions to complex IT problems in the Organization, in which the internship takes place and assess their impact;	
	2)	The student can participate actively in everyday complex work and projects conducted by IT specialists;	
	3)	The student can work individually and in a team performing tasks related to the achievement of objectives, can estimate the time needed to perform the task, can develop and implement a timetable ensuring that the deadlines are met;	
	4)	The student can, under the supervision of the internship supervisor, lead the work of the team performing simple tasks;	
	5)	The student can plan the directions of his or her professional development in light of the practical experience gained;	
	6)	The student can plan and conduct computer simulations, interpret the results obtained and draw conclusions by using techniques characteristic in performing the activities and tasks of the engineering activity in the Organization in which the internship takes place;	
	7)	The student can identify and specify the practical engineering tasks in the Organization in which the internship takes place, using analytical and simulation methods to formulate and solve these tasks using engineering standards and norms;	
	8)	The student can assess the suitability of methods and tools for the implementation and administration of the database system, and select and apply appropriate methods and tools to solve practical IT problems in the Organization in which the internship takes place;	
SOCIAL COMPETENCES	1)	The student is active and responsible in the performance of engineering tasks, is ready to take care of the traditions of the IT professional;	
	2)	The student is aware of the level of his or her knowledge and is ready to recognize the role of knowledge in solving practical IT problems.	

………………………………   …………….……………,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

Date   Signature and stamp of the company internship supervisor

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

Part II Opinion of the company internship supervisor

Tab. 1 *Evaluation of work and the performance of tasks by the student — to be competed by the company internship supervisor on behalf of the organization*

Evaluation of student's work (scale from 1 to 5)*	1	2	3	4	5
Use of knowledge in solving practical problems and performing tasks commissioned by the company internship supervisor					
Creativity					
Organization of work					
Self-reliance					
Performance of tasks on time					
Commitment/readiness to perform the assigned tasks					
Ability to work in a team					
Communication skills					
Total sum of points obtained					

* Points on a scale of 1-5, where 5 is the highest score

………………………………

Date

…………………………………..

Signature and stamp of the company internship supervisor

I confirm the achievement of all learning outcomes	I confirm the conditional achievement of learning outcomes	I am unable to confirm the achievement of learning outcomes
……………………………… *I acknowledge the completion of Internship III* *(date)* *(signature of the Rector's Proxy for Student Internships)*	……………………………… *I conditionally acknowledge the completion of Internship III* *(date)* *(signature of the Rector's Proxy for Student Internships)*	……………………………… *I do not acknowledge the completion of Internship III* *(date)* *(signature of the Rector's Proxy for Student Internships)*

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

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 the student internship (160 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 take …….hours.

□ 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 supervisor

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

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

Annex 8

Dąbrowa Górnicza, ………………………..

……………………………………………………
(Student's first name and surname, register number)

………………………………………………
(Telephone number and email address)

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

Field of study…………………………

Year of study ……………. semester…………….

………............................

Employer's stamp

EMPLOYMENT CERTIFICATE

It is stated that Mr/Mrs/Ms …………………………………………………………………………

Date of birth……………………………………………………………………………………………

Address………………………………………………………………………………………………..

Is employed in………………………………………………………………………………………..

Job position…………………………………………………………………………………………….

Is employed: under indefinite duration employment contract   /   fixed term employment contract

 from …………………………………………..   to…………...................................

…………………………………………………..

Stamp and signature of the employer

Confirmation of acceptance of the Rector's Proxy for Student Internships
………………….   ………………………………………… Date   Signature

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