

|   |   |  |
|---|---|--|
| <b>INTERNSHIP I, II, III PROGRAM</b> <i>(circle as applicable)</i><br><b>IN THE FIELD OF MANAGEMENT</b><br><b>FULL-TIME AND PART-TIME</b><br><b>FIRST-CYCLE STUDY PROGRAM</b> | <b>Semesters</b><br><b>2,4,5</b><br><i>(circle as applicable)</i> | <b>Total: 960 hours</b><br><b>(3 x 320hours)</b> |
|---|---|--|

\*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 students in Management, resulting from the first-cycle study program with a practical profile.
2. Full-time and part-time students are required to complete the internship.
3. The following persons supervise students who conduct the internship:
  - from the University – the Rector's Proxy for Student Internships.
  - from the company/institution where the internship takes place - a company internship supervisor, who is a company employee designated by the company/institution.
4. The internship is undertaken in accordance with the curriculum in the second, fourth or fifth semesters of study, respectively: Internship I –in the second semester, Internship II- in the fourth semester, and Internship III – in the fifth 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 “Management” field of study, selected by a student from the University internship database. 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 functions and goals of professional activity in accordance with the field of study of Management, organizational structure, qualifications of staff ensure the appropriate competencies of the company internship supervisor, organization infrastructure allows for the achievement of learning outcomes, it is modern and fulfills modern technological and organizational requirements and is in line with currently used in professional activity; with 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 internship and present the copy of the insurance held.
9. The internship is regularly evaluated by the University authorities, students and employers. The following are assessed: the internship program, the organization of internship, and the place of the internship,
10. Evaluation of internship by the employer (Annex 6).
11. The students assess the internship in the survey (Annex 7).

### **Description of the internship**

1. The internship involves 960 hours and is undertaken in 3 semesters of study, 320 hours each semester.
2. The internship may take place in business units and institutions in the public and private sector, i.e. in public administration units, research units, governmental and non-governmental organizations, European Union institutions.

### **The objective of the internship**

1. The objective of the internship is to create opportunities for students to apply the theoretical knowledge acquired during the study, expand it with the practical aspects necessary in the area of company management, develop and improve practical skills and acquire social competences indispensable for the efficient pursuit of their profession related to the field of study of Management. The internship aims to help students to apply the knowledge acquired during the study in practice, consolidate and master new skills useful in their professional career, learn about practical issues in the area of management and make new business contacts.

#### **2. The specific objectives of the internship:**

- to enable the student to compare the knowledge gained with the management practice in the activity of the organization - a company/institution and to broaden this knowledge with its practical aspects in the management process;
- to learn about the functioning of the organizational structure, rules of work organization and division of competences, procedures, a work planning process and control in the place where the internship takes place;
- to develop the skills of effective communication in the organization;
- to improve the ability to organize one's own and team work, effective time management, conscientiousness, and responsibility for assigned tasks.

## **Tasks**

1. To familiarize oneself with the rules and regulations governing the functioning of the Organization where the internship takes place;
2. To familiarize oneself with OHS rules and regulations in the Organization.
3. To familiarize oneself with the mission, goals, strategy and organization of the company (institution) where the internship is undertaken.
4. To familiarize oneself with the specificity of the business activity of the company (institution), its financial situation and the economic environment.
5. To familiarize oneself with the organization of the unit, organizational units, positions, the scope of their activity and responsibilities, tasks and interrelationships. Meetings with management and other employees.
6. To familiarize oneself with the operational activity of an company (institution) in relation to its specific departments (e.g. marketing, human resources, accounting, finance, planning, etc.)
7. To familiarize oneself with the documentation of the organizational unit and the documentation workflow and the ways of recording basic economic operations conducted by individual departments.
8. To familiarize oneself with the data registry system in the company (institution) and its suitability for decision-making purposes.
9. To familiarize oneself with the organization of economic processes, organization of executive and managerial work in the company (institution).
10. To improve organizational skills, team work, effective time management, apply the acquired skills into practice, diligence, responsibility for the assigned tasks
11. To perform tasks considered by direct supervisors of the internship as important in terms of the specific activity of the company/institution/and a field of study.
12. 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 regulations of the functioning of the institution/company where the internship takes place;
- The student knows the main areas of the functioning of the institution/company where the internship takes place;
- The student knows and understands the selected areas of management in the institution/company where the internship takes place;
- The student knows the impact of the external environment on the institution/company where the internship takes place;

- The student knows the methods, techniques and tools used in the management process of the company/institution where the internship takes place.

## **2) Skills**

- The student can prepare a workstation;
- The student can apply acquired theoretical knowledge and use acquired practical skills to implement simple solutions;
- The student can observe and actively participate in everyday work done by management specialists;
- 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 assigned task.

## **3) Social competences:**

- The student is active and has perseverance in performing team activities;
- The student understands the need to recognize the role of knowledge in professional and personal development;
- The student can think in an entrepreneurial way; is prepared to take on professional challenges.

## **Internship II**

### **1) Knowledge:**

- The student knows the rules and principles governing the functioning of the company/institution where the internship takes place;
- The student knows the scope of the operation of organisational units, positions and the tasks of people performing specific functions in the structure of the company/institution where the internship takes place and their interrelationships;
- The student knows the types of documents at the place where the internship takes place and the flow of documentation;
- The student knows technological methods and tools used in the performance of the tasks in the institution/company where the internship takes place;
- The student knows the sources of data, information and knowledge necessary in the processes of planning, organizing, motivating and controlling.

### **2) Skills:**

- The student can use the resources of the company/institution to perform work and assess their usefulness;
- The student can apply theoretical knowledge acquired during the internship and use acquired skills to implement the solutions to complex decision-making problems in the institution/company where the internship takes place;
- The student can actively participate in everyday complex tasks performed by management specialists;

- The student can use appropriate methods and tools to describe and analyze the environment of the institution/company in his or her analytical work;
- The student can work individually and in a team performing complex tasks related to the achievement of objectives, can estimate the time needed to perform the task, can develop and implement the work schedule ensuring that deadlines are met;
- The student can plan his or her own professional development and education using the experience gained during the internship;
- The student can identify phenomena and processes in the company/institution where the internship takes place while performing assigned tasks during the internship, describe them by assessing this information;
- The student can identify and specify tasks in the specific functions of practical management process in the institution/company where the internship takes place;
- The student can assess the usefulness of analytical methods and tools which help in the decision-making process and select and apply appropriate methods and tools in the institution/company where the internship takes place;

### **3) Social competences:**

- The student is active and responsible while performing individual and team activities;
- The student is aware of the level of his or her knowledge and skills, understands the need to recognize the role of knowledge and certification of skills in solving practical management problems;

## **Internship III**

### **1) Knowledge:**

- The student knows the scope of the operation of organizational units, positions and the tasks of people performing specific functions in the structure of the company/institution and their competences and interrelationships;
- The student knows the types of documents functioning at the place where the internship takes place and the flow of documentation;
- The student knows the processes of planning, shaping, developing and optimizing the use of resources in the organization in which the internship takes place;
- The student knows the general principles of developing the forms of individual entrepreneurship;
- The student has the advanced knowledge and understanding of the principles of fulfilling the main functions of the organization management process such as planning, organizing, motivating and control;
- The student knows the techniques, tools, and methods of obtaining, creating, analyzing and protecting data, information and knowledge necessary for the operation of the institution/company where the internship takes place;

### **2) Skills:**

- The student can indicate the possibilities for improving the workstation;
- The student can use the resources of the company necessary to perform work and can indicate the opportunities for their development;
- The student can apply theoretical knowledge and use acquired skills to implement the solutions to complex decision-making problems in the institution/company where the internship takes place;
- The student can actively participate in everyday complex work and projects conducted by management specialists;
- The student can obtain information from literature, databases, legal regulations and other sources in order to perform the assigned tasks;
- The student can interpret, formulate and justify opinions in analytical work using appropriate methods and tools;
- The student can work individually and in a team by performing tasks related to the achievement of objectives, estimate the time needed to perform the task; can develop and implement work schedule ensuring that deadlines are met;
- The student can plan the direction of his or her professional development in light of experience gained;
- The student can identify and specify the tasks in the specific functions of practical management process in the institution/company where the internship takes place;
- The student can assess the usefulness of analytical methods and tools and IT systems supporting a decision making process and select and apply the appropriate methods, tools and systems for tasks in the institution/company where the internship takes place.

### **3) Social competences:**

- The student is active and responsible in performing tasks; is ready to take care of the traditions of the profession;
- The student is aware of the level of his or her knowledge and is ready to recognize the role of knowledge in solving practical management 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;
- giving an opinion on and the assessment of the intern's social competences 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.

**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 Management and related field-related learning outcomes as documented by the student in accordance with the **Internship guidelines and procedures (Annex no. 1)**.
  - the submission of the required documentation specified in the **Internship guidelines and procedures by the student (Annex no. 1)**.
2. The internship is credited by the Rector's Proxy for Student Internships based on documents confirming the completion of the internship.
3. ECTS credits are awarded for the completed internship, in accordance with the first-cycle study program for Management.
4. 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.
5. Learning outcomes cannot be confirmed for the programs of study which prepare for the professions referred to in Article 68 (1) of the Law on Higher Education and Science.
6. 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.
7. The applicable documentation is provided below.

**INTERNSHIP GUIDELINES AND PROCEDURES**

|   |   |
|---|---|
| <p>Actions taken <b>before</b> undertaking the internship</p> | <p>1) Before undertaking the internship, the Student is obliged to submit the following documents to the Rector's Proxy for Student Internships:</p> <ul style="list-style-type: none"> <li>•<b>Internship Application Form</b> (Annex 2);</li> <li>•<b>GDPR Information Clause</b> (Annex 3);</li> <li>•<b>Internship Agreement</b> (Annex 4) (two copies);</li> </ul> <p>Before undertaking the internship, all necessary documents should <b>be stamped and signed</b> by the authorized person in the workplace where the internship will take place and then approved by the Rector's Proxy for Student Internships.</p>   |
| <p>Actions taken <b>after</b> completing the internship</p>   | <p>2) After completing the internship, the Student is obliged to submit the following documents to the Rector's Proxy for Student Internships.</p> <ul style="list-style-type: none"> <li>•<b>Internship Application Form</b> with the Approval of the Rector's Proxy for Student Internships(Annex 2);</li> <li>•<b>Internship Agreement</b> previously signed (Annex 4);</li> <li>•<b>GDPR Information Clause previously signed</b> (Annex 3);</li> <li>•<b>Internship Logbook</b> signed by the workplace Internship Supervisor (Annex 5);</li> <li>•<b>Report on the Completion of the Internship</b> completed by the Company Internship Supervisor (Annex 6);</li> <li>•<b>Printed Internship Questionnaire completed by the Internship Supervisor</b> (Annex 6);</li> <li>•<b>Internship Report</b> prepared by the student (Annex 7)</li> </ul> <p>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.</p> |



**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 .....

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:

.....

.....

Company Internship Supervisor (First Name, Surname, Position) .....

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

\*delete 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>     |
|---|---|
| .....   | .....   |
| <i>(date) (signature of the Rector's Proxy for Student Internships)</i> | <i>(date) (signature of the Rector's Proxy for Student Internships)</i> |

**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)

|  |  |
|--|--|
| <b>Approval of the Rector's Proxy for Student Internships to undertake the internship<br/>in the place chosen by the student</b> |  |
| .....<br>(date)  | .....<br>(signature of the Rector's Proxy for Student Internships) |

**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-Staszal. 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. Personal data will be stored for the period of
10. 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, date .....

Akademia WSB  
ul. Ciepłaka 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 the following student to the Workplace to undertake the internship:

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

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

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

The course and description of activities undertaken during the internship.

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 .....

Number of hours:

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

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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

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I declare that I have read the internship regulations

.....

Date

.....

Signature and stamp of the company internship supervisor

Student's first name and surname:

.....

From .....to .....

The sum of the clock hours on the given page of the logbook: .....

| Day<br>(dd/mm/yyyy) | Internship<br>hours<br>from...to... | Number of<br>hours on a<br>given day | Specification of activities, work, tasks, duties<br>and functions performed. | Confirmation (in<br>the form of a<br>signature and<br>stamps) and the<br>comments of the<br>company<br>internship<br>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)*

**PART I**

**THE REPORT ON THE COMPLETION OF INTERNSHIP I**

(to be completed by the company internship supervisor )

|   |                                  |
|---|----------------------------------|
| <b>INTERNSHIP I<br/>IN THE FIELD OF MANAGEMENT<br/>SPECIALIZATION:.....<br/>FULL-TIME AND PART-TIME<br/>FIRST-CYCLE STUDY PROGRAM</b> | .....*<br><b>Number of hours</b> |
|---|----------------------------------|

|                           |    | Confirmation of the learning outcomes achieved  | Please enter: yes, no |
|---------------------------|----|---|-----------------------|
| <b>KNOWLEDGE</b>          | 1) | The student knows the rules and regulations of the functioning of the institution/company where the internship takes place;   |                       |
|                           | 2) | The student knows the main areas of the functioning of the institution/company where the internship takes place;  |                       |
|                           | 3) | The student knows and understands the selected areas of management in the institution/company where the internship takes place;                                       |                       |
|                           | 4) | The student knows the impact of the external environment on the institution/company where the internship takes place;   |                       |
|                           | 5) | The student knows the methods, techniques and tools used in the management process of the company/institution where the internship takes place.                       |                       |
| <b>SKILLS</b>             | 1) | The student can prepare a workstation;  |                       |
|                           | 2) | The student can apply acquired theoretical knowledge and use acquired practical skills to implement simple solutions;   |                       |
|                           | 3) | The student can observe and actively participate in everyday work done by management specialists;   |                       |
|                           | 4) | 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 assigned task. |                       |
| <b>SOCIAL COMPETENCES</b> | 1) | The student is active and has perseverance in performing 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; is prepared to take on professional challenges.  |                       |

\*in teaching hours 1h=45 mins

.....  
Date

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

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

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

| <b>Evaluation of student’s work (scale from 1 to 5)*</b>  | 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  |   |   |   |   |   |
| <b>Total sum of points obtained</b>   |   |   |   |   |   |

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

.....  
Date

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

| <b>I confirm the achievement of all learning outcomes</b>  | <b>I confirm the conditional achievement of learning outcomes</b>  | <b>I am unable to confirm the achievement of learning outcomes</b>  |
|--|--|---|
| <p>.....</p> <p><b><i>I acknowledge the completion of Internship I</i></b><br/>                     (date) (signature of the Rector's Proxy for Student Internships)</p> | <p>.....</p> <p><b><i>I conditionally acknowledge the completion of Internship I</i></b><br/>                     (date) (signature of the Rector's Proxy for Student Internships)</p> | <p>.....</p> <p><b><i>I do not acknowledge the completion of Internship I</i></b><br/>                     (date) (signature of the Rector's Proxy for Student Internships)</p> |



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 (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 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*

**PART I**

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

|  |                                  |
|--|----------------------------------|
| <b>INTERNSHIP II<br/>IN THE FIELD OF MANAGEMENT<br/>SPECIALIZATION:.....<br/>FULL-TIME AND PART-TIME<br/>FIRST-CYCLE STUDY PROGRAM</b> | .....*<br><b>Number of hours</b> |
|--|----------------------------------|

|                           | Confirmation of the learning outcomes achieved   | Please enter: yes, no |
|---------------------------|--|-----------------------|
| <b>KNOWLEDGE</b>          | 1) The student knows the rules and principles governing the functioning of the company/institution where the internship takes place;   |                       |
|                           | 2) The student knows the scope of the operation of organisational units, positions and the tasks of people performing specific functions in the structure of the company/institution where the internship takes place and their interrelationships;  |                       |
|                           | 3) The student knows the types of documents at the place where the internship takes place and the flow of documentation;   |                       |
|                           | 4) The student knows technological methods and tools used in the performance of the tasks in the institution/company where the internship takes place;   |                       |
|                           | 5) The student knows the sources of data, information and knowledge necessary in the processes of planning, organizing, motivating and controlling.  |                       |
| <b>SKILLS</b>             | 1) The student can use the resources of the company/institution to perform work and assess their usefulness  |                       |
|                           | 2) The student can apply theoretical knowledge acquired during the internship and use acquired skills to implement the solutions to complex decision- making problems in the institution/company where the internship takes place;                   |                       |
|                           | 3) The student can actively participate in everyday complex tasks performed by management specialists;   |                       |
|                           | 4) The student can use appropriate methods and tools to describe and analyze the environment of the institution/company in his or her analytical work;   |                       |
|                           | 5) The student can work individually and in a team performing complex tasks related to the achievement of objectives, can estimate the time needed to perform the task, can develop and implement the work schedule ensuring that deadlines are met; |                       |
|                           | 6) The student can plan his or her own professional development and education using the experience gained during the internship;   |                       |
|                           | 7) The student can identify phenomena and processes in the company/institution where the internship takes place while performing assigned tasks during the internship, describe them by assessing this information;                                  |                       |
|                           | 8) The student can identify and specify tasks in the specific functions of practical management process in the institution/company where the internship takes place;   |                       |
|                           | 9) The student can assess the usefulness of analytical methods and tools which help in the decision-making process and select and apply appropriate methods and tools in the institution/company where the internship takes place;                   |                       |
| <b>SOCIAL COMPETENCES</b> | 1) The student is active and responsible while performing 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 and certification of skills in solving practical management problems;   |                       |

\*in teaching hours 1h=45 mins

.....  
Date

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

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

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

| <b>Evaluation of student’s work (scale from 1 to 5)*</b>  | 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  |   |   |   |   |   |
| <b>Total sum of points obtained</b>   |   |   |   |   |   |

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

.....  
Date

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

| <b>I confirm the achievement of all learning outcomes</b>   | <b>I confirm the conditional achievement of learning outcomes</b>   | <b>I am unable to confirm the achievement of learning outcomes</b>   |
|---|---|--|
| <p>.....<br/><b><i>I acknowledge the completion of Internship II</i></b><br/>(date) (signature of the Rector's Proxy for Student Internships)</p> | <p>.....<br/><b><i>I conditionally acknowledge the completion of Internship II</i></b><br/>(date) (signature of the Rector's Proxy for Student Internships)</p> | <p>.....<br/><b><i>I do not acknowledge the completion of Internship II</i></b><br/>(date) (signature of the Rector's Proxy for Student Internships)</p> |

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*

**Part I**

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

|   |                                  |
|---|----------------------------------|
| <b>INTERNSHIP III<br/>IN THE FIELD OF MANAGEMENT<br/>SPECIALIZATION:.....<br/>FULL-TIME AND PART-TIME<br/>FIRST-CYCLE STUDY PROGRAM</b> | .....*<br><b>Number of hours</b> |
|---|----------------------------------|

|                           | Confirmation of the learning outcomes achieved   | Please enter: yes, no |
|---------------------------|--|-----------------------|
| <b>KNOWLEDGE</b>          | 1) The student knows the scope of the operation of organizational units, positions and the tasks of people performing specific functions in the structure of the company/institution and their competences and interrelationships;                                   |                       |
|                           | 2) The student knows the types of documents functioning at the place where the internship takes place and the flow of documentation;   |                       |
|                           | 3) The student knows the processes of planning, shaping, developing and optimizing the use of resources in the organization in which the internship takes place;   |                       |
|                           | 4) The student knows the general principles of developing the forms of individual entrepreneurship;  |                       |
|                           | 5) The student has the advanced knowledge and understanding of the principles of fulfilling the main functions of the organization management process such as planning, organizing, motivating and control;  |                       |
|                           | 6) The student knows the techniques, tools, and methods of obtaining, creating, analyzing and protecting data, information and knowledge necessary for the operation of the institution/company where the internship takes place;                                    |                       |
| <b>SKILLS</b>             | 1) The student can indicate the possibilities for improving the workstation;   |                       |
|                           | 2) The student can use the resources of the company necessary to perform work and can indicate the opportunities for their development;  |                       |
|                           | 3) The student can apply theoretical knowledge and use acquired skills to implement the solutions to complex decision-making problems in the institution/company where the internship takes place;   |                       |
|                           | 4) The student can actively participate in everyday complex work and projects conducted by management specialists;   |                       |
|                           | 5) The student can obtain information from literature, databases, legal regulations and other sources in order to perform the assigned tasks;  |                       |
|                           | 6) The student can interpret, formulate and justify opinions in analytical work using appropriate methods and tools;   |                       |
|                           | 7) The student can work individually and in a team by performing tasks related to the achievement of objectives, estimate the time needed to perform the task; can develop and implement work schedule ensuring that deadlines are met;                              |                       |
|                           | 8) The student can plan the direction of his or her professional development in light of experience gained;  |                       |
|                           | 9) The student can identify and specify the tasks in the specific functions of practical management process in the institution/company where the internship takes place;   |                       |
|                           | 10) The student can assess the usefulness of analytical methods and tools and IT systems supporting a decision making process and select and apply the appropriate methods, tools and systems for tasks in the institution/company where the internship takes place. |                       |
| <b>SOCIAL COMPETENCES</b> | 1) The student is active and responsible in performing tasks; is ready to take care of the traditions of the profession;   |                       |
|                           | 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 management problems.   |                       |

\*in teaching hours 1h=45 mins

.....  
Date

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

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

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

| <b>Evaluation of student’s work (scale from 1 to 5)*</b>  | 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  |   |   |   |   |   |
| <b>Total sum of points obtained</b>   |   |   |   |   |   |

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

.....  
Date

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

| <b>I confirm the achievement of all learning outcomes</b>  | <b>I confirm the conditional achievement of learning outcomes</b>  | <b>I am unable to confirm the achievement of learning outcomes</b>  |
|--|--|---|
| <p>.....</p> <p><b><i>I acknowledge the completion of Internship III</i></b><br/>                     (date) (signature of the Rector's Proxy for Student Internships)</p> | <p>.....</p> <p><b><i>I conditionally acknowledge the completion of Internship III</i></b><br/>                     (date) (signature of the Rector's Proxy for Student Internships)</p> | <p>.....</p> <p><b><i>I do not acknowledge the completion of Internship III</i></b><br/>                     (date) (signature of the Rector's Proxy for Student Internships)</p> |

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:

.....  
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.....

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?

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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>