

WSB University				
Field of study: Management				
Course: Internships				
Educational profile: General				
Education level: II -cycle studies				
Number of hours per semester	1		2	
	I	II	III	IV
Full-time studies (L/C/lab/pr/e)			120	
Part-time studies (L/C/lab/pr/e)				
CLASS LANGUAGE	English			
LECTURER	Karolina Rybicka, PhD			
FORM	Internship			
COURSE OBJECTIVES	General Objectives of the Internship • To provide students with first-hand experience of professional business environments. • To bridge theoretical knowledge with practical application in organizational settings. • To develop soft skills critical for managerial careers, including teamwork, communication, adaptability, and problem-solving. • To enhance digital skills necessary for working effectively in data-driven and technology-oriented workplaces. • To cultivate professional responsibility, ethical awareness, and a reflective approach to personal development.			
Reference to learning outcomes	Description of learning outcomes			
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Field-related learning outcome EFMD	Description of learning outcomes		Teaching and learning methods	Verification of learning outcomes
Knowledge				
Business Management Concepts and Challenges LO1	Students understand the structure, processes, and culture of a professional business organization.			Internship Deliverables
	They recognize how theoretical concepts from management studies are applied in practice.			Learning Agreement (approved by academic supervisor and host company). Reflective Journal (weekly entries linking theory to practice, focusing on soft/digital skill development). Final Report (10–15 pages analyzing internship experiences, outcomes, and competencies gained).

			Presentation (oral/digital presentation of key takeaways to peers and faculty).
Intercultural Communication and Interpersonal Skills LO7 LO8 LO9	Understand professional norms of communication, collaboration, and ethical responsibility in a workplace context.		Internship Deliverables Learning Agreement (approved by academic supervisor and host company). Reflective Journal (weekly entries linking theory to practice, focusing on soft/digital skill development). Final Report (10–15 pages analyzing internship experiences, outcomes, and competencies gained). Presentation (oral/digital presentation of key takeaways to peers and faculty).
Digital Skills and the Use of Information and Communication Technologies LO16	Students know the role of digital systems and tools (e.g., project management software, collaboration platforms, CRM, ERP, BI dashboards) in supporting organizational operations.		Internship Deliverables
			Learning Agreement (approved by academic supervisor and host company).
			Reflective Journal (weekly entries linking theory to practice, focusing on soft/digital skill development). Final Report (10–15 pages analyzing

			internship experiences, outcomes, and competencies gained). Presentation (oral/digital presentation of key takeaways to peers and faculty).
Skills & Attitudes			
Business Analysis and Research Methods i LO4	Students are able to analyze workplace challenges, propose solutions, and adjust to dynamic business environments.		Internship Deliverables Learning Agreement (approved by academic supervisor and host company). Reflective Journal (weekly entries linking theory to practice, focusing on soft/digital skill development). Final Report (10–15 pages analyzing internship experiences, outcomes, and competencies gained). Presentation (oral/digital presentation of key takeaways to peers and faculty).
Intercultural Communication and Interpersonal Skills LO7 LO8 LO9	Students demonstrate ability to work effectively in diverse teams, contributing to shared goals and supporting colleagues. They can adapt written, oral, and digital communication to professional audiences.		Internship Deliverables Learning Agreement

	Students show responsibility, self-motivation, and ability to take initiative in assigned tasks. They prioritize and organize workload to meet deadlines and deliverables.		(approved by academic supervisor and host company). Reflective Journal (weekly entries linking theory to practice, focusing on soft/digital skill development). Final Report (10–15 pages analyzing internship experiences, outcomes, and competencies gained). Presentation (oral/digital presentation of key takeaways to peers and faculty).
Digital skills and the Use of Information and Communication Technologies LO16 LO17 LO18	Students use digital platforms (e.g., MS Teams, Slack, Trello, Asana) for team communication and project coordination. They are able to apply basic analytical tools (e.g., Excel, Google Sheets, BI dashboards) to interpret and present data. Students use professional email etiquette, digital presentations, and visualization tools to communicate insights effectively. Students show ability to search, filter, and critically evaluate digital sources to support decision-making. They demonstrate responsible and secure use of digital tools in compliance with data protection and organizational policies.		Internship Deliverables
			Learning Agreement (approved by academic supervisor and host company). Reflective Journal (weekly entries linking theory to practice, focusing on soft/digital skill development). Final Report (10–15 pages analyzing internship experiences, outcomes, and competencies gained). Presentation (oral/digital presentation of key takeaways to peers and faculty).

Ethics and sustainability LO20 LO21	Students demonstrate ethical awareness and integrity in professional tasks. They cultivate resilience and a reflective approach to personal growth and lifelong learning. They show openness to feedback and a commitment to continuous improvement.		Internship Deliverables Learning Agreement (approved by academic supervisor and host company). Reflective Journal (weekly entries linking theory to practice, focusing on soft/digital skill development). Final Report (10–15 pages analyzing internship experiences, outcomes, and competencies gained). Presentation (oral/digital presentation of key takeaways to peers and faculty).
Full- time Participation in lectures = Participation in classes = 120 Preparation to classes = Preparation to lectures = Preparation to an examination = Project tasks = e-learning = Credit/examination = others (indicate which) = 5 TOTAL: 125 ECTS points: 5 Including practical classes: 120		Part-time Participation in lectures = Participation in classes = Preparation to classes = Preparation to lectures = Preparation to an examination = Project tasks = e-learning = Credit/examination = others (indicate which) = TOTAL: ECTS points: Including practical classes:	
PREREQUISITES	Theoretical preparation in the discipline of management and quality sciences, as well as acquired skills and social competences related to the educational content of the modules of the second semester programme		
COURSE CONTENT (Division into contact hours and e-learning)	Contact hours: Content implemented in direct form: The student learns about the following issues and performs relevant activities and tasks: 1. Familiarisation with the mission, strategy, objectives of the Organisation in which the internship is carried out. 2. to get acquainted with the specifics of the Organisation's economic activity, its financial situation and economic and social environment.		

	3. learn about the operational activities of the organisation in relation to its various departments (e.g. marketing, human resources, accounting, finance, planning, etc.). 4. familiarise oneself with the documentation of the organisational unit and the circulation of documents, as well as the documentation of basic economic operations carried out by the various units. 5. to learn about the information and data recording system in the organisation and its usefulness for decision-making purposes. 6. be familiar with the organisation of economic processes, the organisation of executive and managerial work occurring in the organisation. 7. to become familiar with the principles, methods, techniques and tools used in the management of the Organisation. 8. to acquire information for the master's thesis. E-learning: Content carried out in the form of e-learning: it is permissible (in justified cases specified by the law on higher education) to carry out all or part of the internship in the online form, with the consent of the employer and after approval by the Student Placement Officer, expressed in writing and specifying the conditions and rules and manner of documenting its completion. Such approval, together with appropriate annotations in the student's placement logbook, will form the basis for credit.
LITERATURE (compulsory reading)	1. Internship Programme. 2. Resource materials of the Organisation concerned.
OPTIONAL LITERATURE	Not applicable
SCHOLARLY PUBLICATIONS BY PERSONS WHO CONDUCT CLASSES, WHICH ARE RELATED TO THE MODULE SUBJECT	
TEACHING AIDS	Organisation infrastructure
PROJECT (if implemented in the framework of a classes module)	Not applicable
FORM AND CONDITIONS OF ASSESSMENT CRITERIA FOR ASSESSING ACHIEVED LEARNING OUTCOMES.	Evaluation criteria: The requirements of successful completion of the internship are: - the achievement of all the assumed learning outcomes specified for the professional practice of the Management course and the related directional outcomes, which is documented by the student in accordance with the Procedure for the Conduct and Documentation of Professional Internship; - submission by the student of the required documentation specified in the Procedure for Obtaining and Documenting Internship. 1. Credit for internship is awarded by the Rector's Proxy for Student Internship on the basis of the required documents confirming that the student has completed the internship. 2. The student is awarded ECTS credits for completed internship in accordance with the second-cycle study programme for Management. 3. The internship may be credited taking into account the principles of confirming the learning outcomes, after meeting the conditions specified in Article 71 of the Law on Higher Education. 4. Learning outcomes cannot be confirmed for study programmes preparing for the professions referred to in Article 68 of the Law on Higher Education and Science. Credit for internships, taking into account the principles of confirmation of learning outcomes, is given by a relevant Commission appointed in accordance with the procedure and rules set by the Senate of the WSB Academy for the confirmation of learning outcomes. Grading scale: Passed/not passed

* L-lecture, C- classes lab- laboratory, pro- project, e- e-learning