INTERNSHIP I, II, III PROGRAM IN THE FIELD OF MANAGEMENT SECOND-CYCLE STUDY PROGRAM	Semester 1, 3, 4	Total: 480 hours (3x160 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 students in Management, resulting from second-cycle study program with a practical profile. According to Article 67 of the Law on Higher Education, the second-cycle study program in Management involves a 3-month internship.
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/institution 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 Management is undertaken in accordance with the curriculum in the first, third, and fourth semesters of study, respectively: Internship I – in the first semester, Internship II – in the third semester, and Internship III – in the fourth 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. 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 scope and functions of professional activity, organizational structure, infrastructure corresponding to modern technological and organizational trends, qualifications of staff and the ability to achieve learning outcomes defined for the internship in the field of Management;
   - 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 obtain insurance of consequences of accidents for the time of internships and present the copy of insurance held.
9. The internship is assessed regularly by the University authorities, students, and employers. The assessment includes: internship program, organization of internship and the place of internship.
10. The 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 evaluate the internship in a questionnaire in Annex 6 to this document.

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 public or non-public business units, including public administration units, research units, governmental and non-governmental organizations, and European Union institutions.

The objective of the internship

1. The objective of the internship is to create opportunities for students to put the theoretical knowledge acquired during the study into practice, 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 practice of their profession in the field 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 field of Management, and form new professional networks.
2. The specific objectives of the internship:
   - allowing the student to confront the knowledge acquired during studies with management practice in an organization, and broaden this knowledge by including practical aspects of the management process;
   - familiarizing the student with specific rules of professional environment;

- getting to know the functioning of the organizational structure of the workplace, principles of work organization and division of competences, procedures, work planning process, the control of the organization in the place of internship;
- shaping the skills of effective communication within the organization and teamwork;
- improving the skills of organizing own and teamwork, effective time management, diligence, responsibility for entrusted tasks, respecting the work ethics of the management position.

Tasks to be carried out:

1. To familiarize oneself with the mission, goals, strategy, and organization of the Organization in which the internship is undertaken.
2. To familiarize oneself with the specificity of the business activity of the Organization, its financial situation, and the economic and social environment. Meeting strategic external stakeholders of the Organization.
3. To familiarize oneself with the operational activity of the Organization in relation to its specific departments (e.g., marketing, human resources, accounting, finance, planning, etc.) by focusing on the results.
4. To familiarize oneself with the resources of the Organization: human resources, material resources, financial resources, information resources.
5. To familiarize oneself with the documentation of the organizational unit and the documentation workflow, and to record the key economic operations carried out by individual departments.
6. To familiarize oneself with the data registry system in the Organization, the rules of acquiring, creating, analyzing and protecting data, information and knowledge necessary for the functioning and decision-making in the Organization.
7. To familiarize oneself with the organization of economic processes, organization of executive and managerial work including: planning, organizing, motivating, and evaluating in the Organization.
8. To familiarize oneself with the principles, methods, techniques, and tools used in the management of the Organization.
9. To perform complex usual and unusual tasks from the field of Management, assigned by the Internship Supervisor.
10. To participate in a team project performing a task from the field of Management.
11. To participate in work meetings with the Organization Director and coworkers.
12. To fill out the Register of duties carried out each day of the internship confirmed with a signature of the Internship Supervisor.

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

Internship I

1) Knowledge:

- The student has familiarized himself/herself with the mission, goals, and the scope of activity of the Organization in which the internship is undertaken, and with external stakeholders of the Organization.
- The student has familiarized himself/herself with the regulations governing the functioning of the Organization, the scope of activity of organizational units and positions where the internship is undertaken.
- The student has learned about the detailed tasks of people performing specific functions in the structure of the workplace and their mutual relationships. **2) Skills**
- The student can apply business resources of the Organization necessary to perform work.
- The student can use the acquired theoretical knowledge to perform complex tasks related to the management process assigned by the Internship Supervisor.
- The student can apply the acquired theoretical knowledge in the management practice.
- The student can acquire information from appropriate sources while performing assigned complex tasks in the field of Management, analyze them, evaluate their suitability, and ensure data protection according to the Organization rules of data protection.

3) Social competences:

- The student is active and persistent in taking responsibility for and performing professional team activities.
- The student is ready to use the opinions of experienced employees while completing assigned tasks.
- The student is ready to critically evaluate the received content in the field of managing the Organization in which the internship is undertaken.

Internship II

1) Knowledge:

- The student has familiarized himself/herself with the management processes in the Organization including: planning, organizing, motivating, and evaluating.
- The student has familiarized himself/herself with the resources of the Organization: human resources, material resources, financial resources, information resources.

- The student has familiarized himself/herself with the types of documents functioning in the Organization and the documentation workflow.

2) Skills

- The student can apply the acquired theoretical knowledge about Management in the management practice in a specified functioning area of the Organization.
- The student can observe, and actively participate in everyday complex duties performed by the specialists from the field of management.
- The student can work in a team performing both tasks related to the implementation of imposed goals, as well as setting them, and organizing the teamwork.

3) Social competences:

- The student is active, persistent, and responsible in performing professional team activities.
- The student is aware of the level of their knowledge and skills and is ready to acknowledge the role of knowledge in solving practical managerial problems.
- The student is ready to think in the entrepreneurial way, is open to taking up professional challenges.

Internship III

1) Knowledge:

- The student has familiarized himself/herself with the principles, methods, techniques, and tools used in the process of managing the Organization in which the internship is undertaken.
- The student has knowledge of the processes of planning, forming, developing, and optimizing the use of resources in the Organization in which the internship is undertaken.
- The student has broadened knowledge of management and quality science and knows its relation to the conditions and rules of the management process in the Organization in which the internship is undertaken.
- The student has familiarized himself/herself with the practical aspects of the knowledge acquired during studies in the field of Management with regards to the activity of the Organization in which the internship is undertaken.

2) Skills

- The student can independently use the correct methods, tools, and techniques, including advanced information and communication techniques, used for solving problems related to the functioning of the Organization.
- The student can resolve the problems and tasks related to the job, using appropriate methods and tools, including advanced information and communication techniques.

- The student can apply the acquired theoretical knowledge about Management in management practice and use acquired skills to implement specified solutions in practice and evaluate their effects.
- The student can effectively communicate in terms of the professional activity with co-workers, contractors, clients, and stakeholders of the Organization.
- The student can self-assess his/her competences, improve skills, and designate the directions for self-development and further education, with regards to experiences gained from the undertaken internship.

3) Social competences:

- The student is ready to take social initiative in the field of Management to aid labor groups in the Organization.
- The student is ready to think in the entrepreneurial and creative way, is open to taking up professional challenges.
- The student is ready to follow the rules of ethics and to care for the tradition of the management profession.

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;
- an opinion on and the assessment of the intern's knowledge and social competences by the Company Internship Supervisor, due to achieving assumed learning outcomes of the internship;
- a detailed assessment of the duties performed, in light of the defined requirements;
- checking social competences by the company internship supervisor and other employees from the workplace during the internship;
- student's self-assessment;
- analysis of the student's internship report; - verification interview 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 field-related learning outcomes as documented by the student in accordance with the **Internship guidelines and procedures (Annex 1).**
   - the presentation of the required documentation specified in the Internship guidelines and procedures by the student, including the logbook, Internship approval card and the opinion of internship supervisor where the internship takes place which is Annex no. 5. The internship approval is completed by Rector's Proxy for Student Internship 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 Management.
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. 7).

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 6); •**Printed Internship Questionnaire completed by the Internship Supervisor** (Annex 6); •**Internship Report** prepared by the student (Annex 7) After checking the documents submitted by the student, conducting a verification interview, assessing the fulfillment 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.

Annex 2

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

INTERNSHIP APPLICATION FORM

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**: 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:
……
……....

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 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)*

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)*

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

Annex 4

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 the following student to the Workplace to undertake the internship:

Student's first name and surname	Address of residence	Study
		Field: **MANAGEMENT** (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

Annex 5

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

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

---

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

Annex 5
Page 2

Student's first name and surname:

……..

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

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

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

INTERNSHIP I **IN THE FIELD OF MANAGEMENT** **SPECIALIZATION:……** **SECOND-CYCLE STUDY PROGRAM**	**……*** **Number of hours** **Semester 1**

Student's first name and surname……

Name and address of the organization/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 has familiarized themselves with the mission, goals, and the scope of activity of the Organization in which the internship is undertaken, and with external stakeholders of the Organization;	
	2)	The student has familiarized themselves with the regulations governing the functioning of the Organization, the scope of activity of organizational units and positions where the internship is undertaken;	
	3)	The student has learned about the detailed tasks of people performing specific functions in the structure of the workplace and their mutual relationships;	
SKILLS	1)	The student can apply business resources of the Organization necessary to perform work;	
	2)	The student can use the acquired theoretical knowledge to perform complex tasks related to the management process assigned by the Internship Supervisor;	
	3)	The student can apply the acquired theoretical knowledge in the management practice;	
	4)	The student can acquire information from appropriate sources while performing assigned complex tasks in the field of Management, analyze them, evaluate their suitability, and ensure data protection according to the Organization rules of data protection.	
SOCIAL COMPETENCES	1)	The student is active and persistent in taking responsibility for and performing team activities;	
	2)	The student is ready to use the opinions of experienced employees while completing assigned tasks;	
	3)	The student is ready to critically evaluate the received content in the field of managing the Organization in which the internship is undertaken.	

*(in teaching hours 1h = 45 minutes)

…… ……..……..……

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*

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

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

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

Part I

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

INTERNSHIP II IN THE FIELD OF MANAGEMENT SPECIALIZATION:…… SECOND-CYCLE STUDY PROGRAM	**……* Number of hours Semester 3**

Student's first name and surname……

Name and address of the organization/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 has familiarized himself/herself with the management processes in the Organization including: planning, organizing, motivating, and evaluating;	
	2)	The student has familiarized himself/herself with the resources of the Organization: human resources, material resources, financial resources, information resources;	
	3)	The student has familiarized himself/herself with the types of documents functioning in the Organization and the documentation workflow.	
SKILLS	1)	The student can apply the acquired theoretical knowledge about Management in the management practice in a specified functioning area of the Organization;	
	2)	The student can observe, and actively participate in everyday complex duties performed by the specialists from the field of Management;	
	3)	The student can work in a team performing both tasks related to the implementation of imposed goals, as well as setting them, and organizing the teamwork.	
SOCIAL COMPETENCES	1)	The student is active, persistent, and responsible in performing professional team activities;	
	2)	The student is aware of the level of their knowledge and skills and is ready to acknowledge the role of knowledge in solving practical managerial problems;	
	3)	The student is ready to think in the entrepreneurial way, is open to taking up professional challenges.	

*(in teaching hours 1h = 45 minutes)

…… ……..……..……

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*

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

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)

INTERNSHIP III IN THE FIELD OF MANAGEMENT SPECIALIZATION:…… SECOND-CYCLE STUDY PROGRAM	**……* Number of hours Semester 4**

Student's first name and surname……

Name and address of the organization/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 has familiarized themselves with the principles, methods, techniques, and tools used in the process of managing the Organization in which the internship is undertaken;	
	2)	The student has knowledge of the processes of planning, forming, developing, and optimizing the use of resources in the Organization in which the internship is undertaken;	
	3)	The student has broadened knowledge of management and quality science and knows its relation to the conditions and rules of the management process in the Organization in which the internship is undertaken;	
	4)	The student has familiarized himself/herself with the practical aspects of the knowledge acquired during studies in the field of Management with regards to the activity of the Organization in which the internship is undertaken.	
SKILLS	1)	The student can independently use the correct methods, tools, and techniques, including advanced information and communication techniques, used for solving problems related to the functioning of the Organization;	
	2)	The student can resolve the problems and tasks related to the job, using appropriate methods and tools, including advanced information and communication techniques;	
	3)	The student can apply the acquired theoretical knowledge about Management in management practice and use acquired skills to implement specified solutions in practice and evaluate their effects;	
	4)	The student can effectively communicate in terms of the professional activity with co-workers, contractors, clients, and stakeholders of the Organization;	
	5)	The student can self-assess his/her competences, improve skills, and designate the directions for self-development and further education, with regards to experiences gained from the undertaken internship.	
SOCIAL COMPETENCES	1)	The student is ready to take social initiative in the field of Management to aid labor groups in the Organization;	
	2)	The student is ready to think in the entrepreneurial and creative way, is open to taking up professional challenges;	
	3)	The student is ready to follow the rules of ethics and to care for the tradition of the management profession.	

*(in teaching hours 1h = 45 minutes)

…… ……..……..……

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*

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

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

Annex 7

STUDENT'S REPORT ON INTERNSHIP I, II, III - E-SURVEY

(circle as applicable)

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