



SYLABUS PRZEDMIOTU

Information Book

2016/2017

Offer Title

Internship

Code

150030

3 ECTS
credits

A. Course objectives

The main purpose of student internships is adding a practical dimension to the study curriculum. Internships are mandatory in the first cycle programmes and their objectives should correspond to the nature of SGH study programmes. Internships shall last a minimum of 3 weeks (4 weeks for the fields of Finance and Accounting and Spatial Economy). Students should only be allocated to such entities/institutions which are ready to provide conditions conducive to the implementation of the standard educational results assigned to the internship in accordance with its syllabus (being an annex to the internship contract). Detailed regulations for performing internships have been set out in the Rules and Regulations for student internships.

B. Course syllabus

During the course of an internship the student should learn the operations of an enterprise or institution providing the internship opportunity, improve skills for identifying, diagnosing and solving professional issues as well as develop personal qualities necessary for the job, specifically the sense of responsibility and ethical conduct.

C. Particular educational results of the course

Knowledge	<p>The student possesses:</p> <ol style="list-style-type: none"> 1. fundamental multidimensional knowledge of the operations run by the enterprise or institution where the internship was performed, including the knowledge of particular procedures applied, work organisation methods and task completion controls used.
Skills	<p>The student:</p> <ol style="list-style-type: none"> 1. is able to complete a simple analytical (research) task within the scope of the company's/institution's business or financial activity; 2. is able to analyse basic data from various departments of the company (institution) and formulate relevant conclusions; 3. can communicate with employees from various departments as well as social and professional backgrounds in the place of the internship. 4. can improve the skills of identifying, diagnosing and solving professional problems;
Social competences	<p>5. can work in a team.</p> <p>The student:</p> <ol style="list-style-type: none"> 1. complies with the standards of ethical conduct and acts to protect high reputation of SGH students; 2. understands the importance of professional growth and can actively engage in self-development activities; 3. feels accountable for his/her own performance as well as the performance of other team members; 4. develops personality features important for the job, such as accountability and ethical conduct.

D. Semester schedule

- 1 Note: in this part of the internship syllabus particular internship results (in terms of knowledge, skills and social competences stipulated in 'specific educational results of the course') have been indicated in relation to:
 - a) results for joint education module provided across all fields of study at SGH (basic courses block) - the result symbol;
 - b) results of the specialist education module at SGH - the result symbol.
- 2 Knowledge: relating the specific internship result number 1 to:
 - a) 01A_W01 - general knowledge of economic and social sciences, including thorough knowledge of economics; 01A_W04 - knowledge of principles and forms (legal, organisational, ethical) of business operations (for enterprises as well as social institutions) and basic social mechanisms driving the economy;
 - b) basic knowledge of the study curriculum in a given field of study - K1A_W01 (or another number of this or similar result depending on the field of study).

- 3 Skills: relating the specific internship result number 1 to:
 - a) O1A_U01 - can apply the knowledge to conducting basic analyses of selected economic problems and social phenomena and to pursuing further study in the field; O1A_U02 - can use basic methods and tools of obtaining and processing data traditionally employed in economic sciences;
 - b) can practically apply the knowledge to solving simple problems related to - e.g in the field of International Economic Relations - entities involved in international activity - K1A_U01 (or another number of this or similar result depending on the field of study); can use basic techniques of obtaining data and data analysis methods (particular to a given field of study) - K1A_U03 (or another number of this or similar result depending on the field of study).
- 4 Skills: relating the specific internship result number 2 to: a) O1A_U03 - can logically draw conclusions and formulate judgements based on different sources of data; b) can interpret economic data - K1A_K04 (the field of Economics; or another number of this or similar result depending on the field of study).
- 5 Skills: relating the specific internship result number 3 to: a) O1A_U04 - can communicate and consult with professional contacts and prepare presentations in Polish and in a foreign language explaining basic economic and social problems; b) can communicate and consult with specialists in the field as well as other professional contacts - K1A_U08 (the field of International Economic Relations; or another number of this or similar result depending on the field of study).
- 6 Skills: relating the specific internship result number 4 to: a) O1A_U04 - can communicate and consult with professional contacts and prepare presentations in Polish and in a foreign language explaining basic economic and social problems; b) can communicate and consult with specialists in the field as well as other professional contacts - K1A_U08 (or another number of this or similar result depending on the field of study).
- 7 Skills: relating to the specific internship result number 5 to: b) can work in a multicultural team - K1A_U07 (or another number of this or similar result depending on the field of study).
- 8 Social competences: relating to the specific internship result number 1 to: b) can understand and embrace basic principles of professional ethics - K1A_K01 (or another number of this or similar result depending on the field of study).
- 9 Social competences: relating the specific internship result number 2 to: a) can understand the need for life-long learning and can independently improve own knowledge and develop skills - O1A_k01; b) can develop and improve knowledge and skills - K1A_K02 (or another number of this or similar result depending on the field of study).
- 10 Social competences: relating the specific internship result number 3 to: a) O1A_K03 - can understand the social benefits produced by managing interpersonal relations; b) is open to teamwork and can appreciate initiatives in organising teamwork - K1A_K04 (or another number of this or similar result depending on the field of study).

E. Core references (obligatory textbooks)

F. Supplementary reading

H. Codes of the required prerequisites

not required

I. Form of classes and workload

	Full-time	Weekend	Afternoon
Total:	90	90	90
Practice	90	90	90

J. Final assessment

other 100%

K. The required command of a

foreign language not required

L. Selection criteria

See individual offer

M. Instruction methods

See individual offer