



**REGULATIONS OF STUDENT PROFESSIONAL INTERNSHIPS
in the field of "Management" - first-cycle studies, general academic profile**

§ 1 General rules

1. Internships are an integral part of the process of educating students of the "Management" major at the University of Social Sciences, resulting from the curriculum and plan of first-cycle studies with a general academic profile. Therefore, students of full-time and part-time studies are required to complete Internships.
2. Students undergoing Internships are supervised by:
 - on behalf of the University - a Supervisor of professional Internship indicated by the Dean of the relevant organisational Unit,
 - on behalf of the Organization (enterprise, institution, company) accepting the traineeship – the Tutor of the Internship indicated by the Organization's authorities, approved by the University as a result of the previously conducted verification and assessment of professional competencies.

§ 2 Objectives of Internships

1. The primary purpose of internships in general academic studies is to apply the knowledge acquired during studies to the conditions of the Organization (enterprise, institution, company) in which the Internship takes place and to extend it with practical aspects, to develop the ability to use theoretical and practical knowledge to solve problems occurring in the Organization, as well as obtaining social competences in a professional work environment. The Internship aims to familiarise with the conditions of professional activity in the work environment appropriate for the "Management" major.
2. The following should be indicated as complementary objectives of professional Internship:
 - shaping the skills necessary for future professional work, including, e.g. skills: analytical, organisational, establishing contacts, conducting negotiations, as well as preparing the student for independence and responsibility for the tasks entrusted to him,
 - developing the ability to cooperate in a team and perform team tasks related to professional activity in the field of management through substantive discussion and cooperation with the staff forming the team,
 - familiarising with the technical equipment of the Organization and developing the ability to use specialised IT tools to carry out professional tasks,
 - developing the ability to independently carry out tasks for the needs of the Organization resulting from the internship program indicated by the Supervisor and a sense of responsibility for their performance,
 - acquiring social competencies related to respecting the ethos of the profession related to the field of management,

- obtaining source materials for the needs of the diploma thesis if the work is based on the problem analysis from the Internship site.
3. During the Internship, the student's task is to familiarise themselves with the Organisation of work of the institution/company/enterprise, management processes and principles of functioning of those departments whose scope of objectives and activities is related to the field of study "Management", learning the real conditions of professional management activity, verification and use knowledge and skills successively acquired during studies, in real working conditions, to solve problems in the field of management occurring in the Organization where the Internship takes place, in cooperation with the professional staff of this Organization. It is assumed that the above goal can be achieved through the direct participation of students in analytical, organisational, managerial and design works carried out by enterprises, institutions, companies and other economic entities, which are the base of SAN internship places and, above all, as a result of the implementation of specific tasks by students resulting from the needs of the Organization where the Internship takes place. All organisations where professional Internship takes place must meet the criteria set by the University. These criteria take into account: the position of the Organisation on the market, the scope and functions of professional activity, organisational structure, and staff qualifications. Organisations that constitute the basis for SAN professional Internship may be Organisations where the student can achieve learning outcomes specified for professional Internship in the field of "Management". These include: business support institutions, small, medium and large production, logistics, transport, commercial and service enterprises, corporate organisations, innovative start-ups, interactive and advertising agencies, consulting companies, headhunting companies, as well as planning departments and strategic development, finance of state and local administration bodies, marketing offices, financial institutions, banks, accounting offices, institutions, insurance companies, stock exchanges, PR and marketing agencies, social organisations. Internships can also occur in organisations not listed in the SAN internship database, but have been proposed by the student. These organisations are subject to verification based on the criteria used by SAN to enter organisations into the internship database. The Internship Supervisor verifies the organisations proposed by the students on behalf of the University.

§ 3 Basic tasks and duties of the student

1. Before starting the Internship, the student should familiarise himself with the learning outcomes specified in the internship syllabus.
2. During the Internship, the student should perform executive tasks related to the achievement of learning outcomes specified for Internships ordered by the Internship Supervisor on behalf of the Organisation where the internship takes place.
3. During the internship, the student should:
 - a) become acquainted with the Organisation of work as well as the goals and tasks of the Organisation in which the internship takes place, as well as learn the specifics of the functioning of the sector relevant to the entity in which the internship takes place,
 - b) get acquainted with the methods, forms and means of work used in the Organisation,
 - c) get acquainted with the documentation in force in the Organization and learn the rules of its conduct,

- d) become acquainted with the processes, technologies, and IT solutions used in the Organisation and learn the rules for the implementation of tasks in the field of management in organisations,
- e) interact with employees of the Organisation and co-create a good working atmosphere with them,
- f) develop the habits of a proper teamwork culture and prepare for independent decision-making,
- g) develop a sense of responsibility for the work performed and decisions made,
- h) actively participate in the functioning of the Organisation and follow substantive instructions of the Internship Supervisor,
- i) systematically document the course of internships in the internship diary,
- j) independently perform the tasks planned in the internship program and entrusted by the Internship Supervisor on behalf of the host Organisation,
- k) participate in the implementation of a professional team project taking into account the solution of a practical problem, following the acquired competencies under the supervision of the Internship Supervisor on behalf of the Organization where the student is doing the internship,
- l) prepare a report at the end of the internship specifying the course of the internship.

§ 4 Tasks of the Student's host institution

1. The Organisation accepting the student for a professional Internship is obliged to assign the student a tutor with professional competencies and meet the requirements set by the University (graduate studies and at least three years of Internship in professional activity related to management).
2. The Internship Supervisor, on behalf of the host organisation, should become familiar with the learning outcomes specified in the internship syllabus provided by the University.
3. The Tutor, on behalf of the host organisation, should:
 - a) discuss with the student the content specified in the syllabus for Internships, in connection with the profile of works carried out and/or planned in a given Organization,
 - b) determine the scope of the student's participation in the implementation of specific tasks specified in the internship program, indicating the methodology of their implementation and expectations resulting from the student's participation,
 - c) provide the necessary materials and means to perform the tasks set,
 - d) consult the tasks performed by the student on an ongoing basis, taking into account legal conditions and professional responsibility,
 - e) support activities that may contribute to the creation of a good atmosphere in the relationship between the student and the management and executive staff of the Organization where the internship takes place,
 - f) confirm in a statement (Appendix 1 and Appendix 2) the performance of specific tasks by the student, indicating their links with the learning outcomes set for the internship, thus documenting the achievement of each of the assumed learning outcomes.

§ 5 Organisation of Internships

1. Internships can be carried out in a public or private sector organisation selected by the student from the database of Internship places, with professional activity directly related to the "Management" major in its profile.
2. Places of Internship are subject to verification by the University based on the adopted criteria. These criteria take into account: the position of the Organisation on the market, scope and functions of professional activity, organisational structure, staff qualifications and the ability to achieve learning outcomes specified for Internships. The questionnaire regarding selecting organisations for Professional Internships is attached as Appendix 5. Based on the verification results, the Academic Career Office successively supplements the database of SAN internship places and prepares a list of organisations made available to students.
3. The Student may independently indicate the Organization he wants to do his Internship. However, the University Internship Supervisor must approve the indicated Organisation based on the criteria adopted by the University.
4. The Student is obliged to complete a Professional Internship in the dimension specified in the study plan and program for the field of study "Management" at the level of first-cycle studies with a general academic profile.
5. Internships in a given organisation take place under the direction/supervision of a Tutor with a university degree and at least three years of professional experience.
6. The student is obliged to:
 - report to the Internship Supervisor on behalf of the University in order to collect the Regulations and other documents necessary for the internship,
 - report to the Organisation's management accepting the student for the internship and contact the Internship Supervisor on behalf of this Organisation (sufficiently early before the start of the internship) to determine the exact scope and Organisation of the internship.
7. Internships are 150 hours long. Semesters during which Internships are carried out are specified in the program of first-cycle studies in the field of "Management" with a general academic profile and the study program's implementation schedule.
8. In a particular situation (e.g. related to the COVID-19 pandemic), the scope and Organisation of internships based on the relevant resolution of the Senate and the order of the Rector of the SAN may change, taking into account applicable law.
9. The University authorities and students systematically assess internships. The assessment takes into account: the program of internships, Organisation of internships, places of internships, competencies and fulfilment of duties by supervisors of internships. The internship evaluation questionnaire by the student is attached as Appendix 4.

§ 6 Completion of Professional Internship

1. The condition for crediting the Internship is the achievement of all assumed learning outcomes specified for Internships and related directional effects, which will be documented by the student in the form of a report specifying the course of the Internship and confirmed by an entry in the diary (Appendix 1) and the opinion contained in the

Confirmation of the achievement of the assumed learning outcomes for Internship, prepared by the Internship Supervisor on behalf of the Organisation accepting the internship, as well as by the Internship Supervisor on behalf of the University (Appendix 2) and a positive result of the verification interview conducted by the Internship Supervisor on behalf of the University.

2. The Internship is graded using the rating scale: very good, good plus, good, sufficient plus, sufficient, and unsatisfactory. A detailed description of the assessment rules is included in the course syllabus.
3. The student may apply for credit for the Internship following the conditions described in sec. 1, held outside the country based on the previously presented and approved program and place of Internship after submitting complete documentation required by the University in the Regulations of Internship, specified in section 1.
4. The Internship Supervisor monitors the implementation of Internships on behalf of the University through observation (Appendix no. 3).

§ 7 Organisational entities and definitions used

1. The terms used in the Regulations mean:
 - University – University of Social Sciences (Społeczna Akademia Nauk, SAN) with its registered office in Łódź,
 - Internships – Professional Internships.
2. The Academic Career Office is responsible for the organisational matters of student Internships.

REKTOR
Społecznej Akademii Nauk
dr hab. Ewa Patora, prof. SAN

DIARY OF PROFESSIONAL INTERNSHIP – REPORT FIELD "MANAGEMENT"

Name	
Last name	
Number of album	
Field of study	
Place of Internship	
Internship date	
Opinion of the Internship Supervisor on behalf of the Organization	

INTENDED LEARNING OUTCOMES

Knowledge:	
P_W01	The student knows the specificity of the functioning of the economic sector appropriate for the entity in which the internship takes place.
P_W02	The student knows the basics of the functioning of a given organisation: its legal form, organisational structure, division of competencies and procedures used.
Skills:	
P_U01	The student can observe and actively participate in everyday work performed by management specialists, apply the acquired theoretical knowledge in the Internship, and implement the acquired skills.
P_U02	The student can obtain from appropriate sources and analyse information, data and materials for the implementation of assigned tasks, formulate conclusions on their basis, and assess their usefulness.
P_U03	The student can use IT tools in the Management field in accordance with the requirements of tasks in the Organisation and prepare relevant information.
P_U04	The student can work in teams. He can communicate with the environment and express his judgments regarding the work carried out in the workplace.
Social competence:	
P_K01	The student is responsible for the actions taken (both individual and group); is open to the views of others; perceives mutual relations between the trainee and other employees.
P_K02	The student knows the need to identify his strengths to improve them further and limit their weaknesses. Appreciates the need to exchange information and share knowledge.
P_K03	The student is aware of the importance of professional behaviour.

Implementation of Internships along with the verification of learning outcomes

Day	Activities performed	Achieved effects

.....
(signature of the Internship Supervisor on behalf of the Organization) (signature of the Internship Supervisor on behalf of the University)

Appendix No. 2 - Statement regarding the confirmation of achievement of the assumed learning outcomes for Internships

CONFIRMATION OF ACHIEVING THE ESTIMATED LEARNING OUTCOMES FOR PROFESSIONAL INTERNSHIPS

I confirm that the student....., year of study:.....,
(name and surname, album number)

field: **MANAGEMENT**, profile: **GENERAL ACADEMIC**,

was undergoing an Internship in the period..... in.....

..... and during the Internship, he/she achieved the assumed learning outcomes specified in the syllabus of the Internship.

The assessment of the fulfilment of the student's professional duties during the internship is given in Table 1.

Table 1. Evaluation of the student's work - completed by the Internship Supervisor on behalf of the Organisation

Evaluation of the student's work (scale from 1 to 5)	1	2	3	4	5
Using your knowledge in Internship and substantive preparation for Internship					
Regularity					
Organisation of work					
independence					
Timeliness of task execution					
Commitment/readiness to carry out the entrusted tasks					
Creativity					
Ability to work in a team					
Tendency to seek compromises in terms of goals					
Communication					
The total number of points earned					

Table 2. Assessment of the achievement of the learning effect - completed by the Internship Supervisor on behalf of the University based on the documentation of the course of the Professional Internship provided by the student, confirmed by the Internship Supervisor on behalf of the Organisation (Appendix 1), assessment of the student's fulfilment of duties during Professional Internship (Table 1) and the result of the verification interview (taking into account the criteria for assessing the achievement of learning outcomes specified in the syllabus).

EFFECTS FROM THE SCOPE:	Rating achieving learning outcomes
Knowledge:	
The student knows the specifics of the functioning of the economic sector appropriate for the entity in which the internship takes place.	

The student knows the basics of the functioning of a given organisation: its legal form, organisational structure, division of competencies and procedures used.	
Skills:	
The student can observe and actively participate in everyday work performed by management specialists, apply the acquired theoretical knowledge in the Internship and implement the acquired skills.	
The student can obtain from appropriate sources and analyses information, data and materials for the implementation of assigned tasks, formulate conclusions on their basis, and assess their usefulness.	
The student can use IT tools in the management field in accordance with the requirements of tasks in the Organisation and prepare relevant information.	
The student can work in teams. He can communicate with the environment and express his judgments regarding the work carried out in the workplace.	
Social competences:	
The student is responsible for the actions taken (both individual and group); is open to the views of others, and perceives mutual relations between the trainee and other employees.	
The student knows the need to identify his strengths to improve them further and limit their weaknesses. Appreciates the need to exchange information and share knowledge.	
The student is aware of the importance of professional behaviour.	

Table 3. The final grade from the Professional Internship using the rating scale: very good, good plus, good, sufficient plus, sufficient, unsatisfactory - completed by the Internship Supervisor on behalf of the University

Final grade from Professional Internship:	
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 (signature of the Internship Supervisor on behalf of the Organization)

.....
 (signature of the Internship Supervisor on behalf of the University)

**INSPECTION OF THE WAY OF IMPLEMENTING THE PROFESSIONAL
INTERNSHIP**

Date of inspection:	
Name and surname of the observed student:	
Field of study, year:	
Album number:	
Internship place:	
Name and surname of the host:	

Table 1. To be filled in by the person who supervises (Internship Supervisor on behalf of the University):

Organisation of internships			
No.	Questions	Yes	NO
1	Does he start his Internship on time?		
2	Is the attendance checked?		
3	Was the pace of work appropriate, and were the tasks performed on time?		
4	Was the Supervisor, on behalf of the Organization, able to establish contact with the Student?		
5	Was the Supervisor, on behalf of the Organization, ready to provide explanations?		
6	Were the tasks to be performed formulated clearly?		
7	Is the Student interested and motivated to work at the institution?		

Table 2. To be completed by the attending person (Internship Supervisor on behalf of the University):

Substantive assessment						
No.	Questions	1	2	3	4	5
1	To what extent are the activities carried out during the internship adapted to the student's abilities?					
2	To what extent was the student involved in work for the Organisation?					
3	To what extent did the performed tasks enable the achievement of the learning outcomes provided for in the study program/syllabus?					
4	To what extent does the Internship improve practical skills based on the principles and tasks implemented in the Organization?					
5	To what extent does the Student independently/in a team gain experience in performing duties related to the procedures for obtaining and processing source information and using specialised IT tools in this regard?					
6	Evaluation of work of the Organisation during the Internship.					

COMMENTS FROM THE UNIVERSITY'S INTERNSHIP SUPERVISOR:

COMMENTS FROM THE ORGANISATION'S INTERNSHIP SUPERVISOR:

.....
 (signature of the Internship Supervisor on behalf of the Organization)

.....
 (signature of the Internship Supervisor on behalf of the University)

APPRECIATION ASSESSMENT QUESTIONNAIRE

STUDENT NAME AND SURNAME:	
FIELD OF STUDY:	
DEGREE OF STUDY:	STUDY MODE: <input type="checkbox"/> full-time <input type="checkbox"/> part-time
INTERNSHIP COMPLETION DATE:	
PLACE OF TRAINING:	

DEAR STUDENTS, PLEASE ASSESS YOUR PROFESSIONAL INTERNSHIP

In the interest of ensuring high-quality education, we would like to invite you to cooperate in the evaluation study and to get to know your opinion on the completed Internships. Therefore, please complete the questionnaire honestly.

- I. Evaluate the individual elements of the internship on a scale of 1-5, where 1 is the worst and 5 is the best.

No.	Questions	1	2	3	4	5
1.	Did the place of internship meet your expectations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Did the place of internship allow you to improve your practical competencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Were the tasks entrusted to you during the internship consistent with the tasks resulting from the program/regulations of the internship?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	To what extent did the internship enable you to achieve the assumed learning outcomes (knowledge, skills, social competencies) in the study program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Did you acquire new skills useful in your later work, including the ability to use specialised IT tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	How do you assess the cooperation with the Internship Supervisor on behalf of the selected Organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	How do you assess the Tutor's ability to establish contact with the student?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Was the working atmosphere conducive to the performance of your duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have any comments and observations regarding professional Internships that you want to share with us, please enter them below.

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University stamp

**INSTITUTION/ORGANISATION SELECTION CRITERIA
FOR PROFESSIONAL INTERNSHIPS**

Unit name:

Field of study:

Year of study:

Place designated for professional Internship

Criterion		Rating point	Number of points received	
Major: Management	Activity profile of the institution/organization 1:	Institutions and bodies of public, local government and government administration (strategic planning departments, human resources management), enterprises of various sizes: large, medium, SMEs, production, service and creative sectors, international corporations	3	
		Family businesses, non-governmental organisations	2	
		Sole proprietorships	1	
Education of employees carrying out the classes mentioned above and internships:	higher directional + professional courses	3		
	higher directional	2		
	higher	1		
The scale of operations	domestic	3		
	regional	2		
	local	1		
Organisational structure	extensive	3		
	flat	2		
	lack	1		
It has software and technical facilities	specialised	3		
	basic	2		
	lack	1		
The nature and scope of services enabling the achievement of educational goals:	fully, in one position	2		
	elected in different positions	1		
Possibility to carry out the internship entirely in English (please tick the correct answer)		YES	NO	
TOTAL NUMBER OF POINTS OBTAINED*				

.....

Signature of the Director/Head of the Institution/Organisation

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University stamp

**FINAL DECISION OF SELECTING THE INSTITUTION
FOR PROFESSIONAL INTERNSHIPS**

Unit/branch name:

.....

Field of study:

.....

Year of study:

.....

Item:

.....

The institution under review received points, therefore, meets/conditionally/does not* meet the criteria required for the field of "Management" at the University of Social Sciences based in Łódź to conduct Internships.

.....
Signature of the Dean or Vice-Dean

Summary:

- Optimum conditions - 17-19 points.
- Moderate conditions - 14-16 points.
- Minimum conditions - 11-13 points.
- Lack of appropriate conditions - 10 points. or below

*delete as appropriate