

.....
(student's name and surname)

Dąbrowa Górnicza,

.....
(register number)

MANAGEMENT

(Field of study)

First-cycle

(Program of study)

.....
(specialization, year of study, semester)

.....
(phone number)

.....
(e-mail address)

APPLICATION FOR CREDIT FOR THE INTERNSHIP I, II, III *(circle as applicable)*
**ON THE BASIS OF EMPLOYMENT/CONDUCTING BUSINESS ACTIVITY / VOLUNTEER
WORK – a procedure in accordance with Art.67 (7)**

I request credit for the internship I, II, III *(circle as applicable)* completed in (number of didactic hours) on the basis of employment/conducting business activity/volunteer work *(circle as applicable)*

.....
.....

(company's name, address)

.....

(student's signature)

**INTERNSHIP I - CONFIRMATION OF THE LEARNING OUTCOMES ACHIEVED AS PART OF
EMPLOYMENT/CONDUCTING BUSINESS ACTIVITY / VOLUNTEER WORK**

(completed by the company's internship tutor/ Rector's Proxy)

Learning outcomes achieved		Activities performed
KNOWLEDGE	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.	
SKILLS	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.	
SOCIAL COMPETENCE	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.	

.....
Signature and stamp of the company's internship tutor/Rector's Proxy

WSB University
Field: MANAGEMENT, FIRST -CYCLE PROGRAM

After completing the internship

I acknowledge all learning outcomes on the basis of employment/conducting business activity/volunteer work	I acknowledge conditionally learning outcomes on the basis of employment/conducting business activity/volunteer work	I do not acknowledge learning outcomes on the basis of employment/conducting business activity/volunteer work
<p style="text-align: center;">.....</p> <p style="text-align: center;">(Signature of Rector's Proxy for Student Internship)</p>	<p style="text-align: center;">.....</p> <p style="text-align: center;">(Signature of Rector's Proxy for Student Internship)</p>	<p style="text-align: center;">.....</p> <p style="text-align: center;">(Signature of Rector's Proxy for Student Internship)</p>

Appeals

1. The decision of the Rector's Proxy for Student Internships may be appealed against to the Faculty Appeal Committee for the Recognition of Professional Practice within 7 days of delivery of the decision.
2. The Faculty Appeals Committee for the Recognition of Professional Practice shall decide within 14 days from the date of lodging the appeal.

Attachments:

- 1) the certificate of employment and the confirmation of professional duties/the volunteer certificate
- 2) the confirmation of conducting business activity - CEIDG certificate

**INTERNSHIP II - CONFIRMATION OF THE LEARNING OUTCOMES
ACHIEVED AS PART OF EMPLOYMENT/CONDUCTING BUSINESS
ACTIVITY / VOLUNTEER WORK**

(completed by the company's internship tutor/ Rector's Proxy)

Learning outcomes achieved		Activities performed
KNOWLEDGE	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.	
SKILLS	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;	
SOCIAL COMPETENCES	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;	

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Signature and stamp of the company's internship tutor/Rector's Proxy

WSB University
Field: MANAGEMENT, FIRST -CYCLE PROGRAM

After completing the internship

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**INTERNSHIP III - CONFIRMATION OF THE LEARNING OUTCOMES ACHIEVED
AS PART OF EMPLOYMENT/CONDUCTING BUSINESS ACTIVITY / VOLUNTEER
WORK**

(completed by the company's internship tutor/ Rector's Proxy)

Learning outcomes achieved		Activities performed
KNOWLEDGE	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;	
SKILLS	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.	
SOCIAL COMPETENCES	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.	

WSB University
Field: MANAGEMENT, FIRST -CYCLE PROGRAM

Signature and stamp of the company's internship tutor/ Rector's Proxy

After completing the internship

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Dąbrowa Górnicza,

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(Student's first name and surname, register number)

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Telephone number and email address)

Mode of study : full- time / part- time*

Field of study.....

Year of study semester.....

.....

Employer's stamp

EMPLOYMENT CERTIFICATE

It is stated that Mr/Mrs/Ms

Date of birth.....

Address.....

Is employed in.....

Job position.....

Is employed: under indefinite duration employment contract / fixed term employment contract from

..... to.....

.....

Stamp and signature of the employer

Confirmation of acceptance of the Rector's Proxy for Student Internships	
.....
(Date)	(Signature)