

## Management First-cycle (before 01.10.2020)

### Required documentation

1. Internship Application Form (Annex 1)
2. Information Clause (Annex 1)
3. Internship Agreement (Annex 2)
4. Internship Logbook (Annex 3)
5. The Report on the Completion of Internship (Annex 4)
6. Student's Report on Internship – E-Survey (Annex 5)
7. Application for crediting the Internship based on employment/business activity/undertaking other forms of activity (Annex 6)

### Remember!

1. Always fill out the bottom of each page by inserting the academic years and circling the applicable semester (e.g., Dąbrowa Górnicza, academic year 2021/2021 **winter**/summer semester).
2. Fill out all gaps (“.....”).
3. Circle (the correct) or cross-out (the incorrect) every field marked with “\*” as needed to give relevant data.

## 1. Internship Application Form

1. Circle the number of the internship (**I, II, or III**)
2. Fill in your student details
  - a. First name and surname
  - b. Address of residence (as applicable: flat number, street number, street, post-code, city, country – e.g., **3 maja Street 11/22, 41-200 Sosnowiec, Poland**)
  - c. Register number
  - d. Mode of study (**circle as applicable**)
  - e. Specialization (if applicable)
  - f. Year of study (**1, 2, or 3**)
  - g. Semester of study (**1, 2, 3, 4, 5, or 6**)
  - h. Student's phone number
  - i. Student's e-mail address
3. Fill in the internship details
  - a. Dates of the internship (e.g. from 01.10.2021 to 01.12.2021)
  - b. Name and **full** address of the company (address as applicable: flat number, street number, street, post-code, city, country – e.g., **3 maja Street 11/22, 41-200 Sosnowiec, Poland**)
  - c. Name of the department/organizational unit
  - d. **Stamp of the enterprise**
4. Employer **description** (full name, legal form, industry, the territorial scope of activity, any other relevant information)
5. **Description** of department(s) (full name, structure, scope of activity)
6. Nature of planned tasks and works (please refer to section “Tasks to be carried out” and “The forms of activity conducted during the internship”, use the future tense forms)
7. Knowledge to be acquired (please refer to section “Learning outcomes to be achieved by the student during the internship, use the future tense forms)
8. Skills to be acquired (refer to section “Learning outcomes to be achieved by the student during the internship, use the future tense forms)
9. Social competences to be acquired (refer to section “Learning outcomes to be achieved by the student during the internship, use the future tense forms)

10. Relevance of the internship place to the internship program (refer to sections mentioned above, indicate the connection between the internship and the given field of study)
11. Student's signature

## 2. Information Clause

1. Date and place
2. Student's signature

## 3. Internship Agreement

1. Dąbrowa Górnicza, **date** ..... (e.g. 11.10.2021)
2. Fill in the name and **full** address of the company (address as applicable: flat number, street number, street, post-code, city, country – e.g., **3 maja Street 11/22, 41-200 Sosnowiec, Poland**)
3. Circle *President / Director / Plant Manager*, as applicable
4. State their full name
5. Dates of the internship (e.g. from 01.10.2021 to 01.12.2021)
6. Academic year 20.../20... (e.g., 2021/2022)
7. Student's details
  - a. Name and surname
  - b. Address of residence (as applicable: flat number, street number, street, post-code, city, country – e.g., **3 maja Street 11/22, 41-200 Sosnowiec, Poland**)
  - c. Mode of study (**circle as applicable**)
  - d. Year of study (**1, 2, or 3**)
  - e. Semester of study (**1, 2, 3, 4, 5, or 6**)
  - f. Register number
8. **Stamp and signature of the Director of the company or an authorized person**

## 4. Internship Logbook

**The course and description of activities undertaken during the internship** (print this page only once)

1. Circle the number of the internship (**I, II, or III**)
2. Fill in your student details
  - a. First name and surname
  - b. Register number
  - c. Specialization (if applicable)
  - d. Year of study (**1, 2, or 3**)
  - e. Semester of study (**1, 2, 3, 4, 5, or 6**)
  - f. Mode of study (**circle as applicable**)
3. Fill in the internship details
  - a. Dates of the internship (e.g. from 01.10.2021 to 01.12.2021)
  - b. Name and **full** address of the company (address as applicable: flat number, street number, street, post-code, city, country – e.g., **3 maja Street 11/22, 41-200 Sosnowiec, Poland**)
  - c. Name of the department/organizational unit
  - d. Internship Supervisor (**Full name**)
  - e. **Stamp of the enterprise**
  - f. Date
  - g. **Stamp and signature** of the company internship supervisor

**Register** (print and fill as many pages as needed)

1. Student's first name and surname
2. Dates of undertaken work described on this page of the register (from .... to ....)
3. Number of the clock hours described on this page of the register
4. Fill each day separately
  - a. Date (dd/mm/yyyy)
  - b. Working hours (from...to...)
  - c. Number of hours on a given day
  - d. Specification of activities, work, tasks, duties and functions performed
  - e. **Stamp and signature** and comments of the company internship supervisor

## **5. The Report on the Completion of Internship (completed by the company internship supervisor)**

1. Circle the number of the internship (**I, II, or III**)
2. Student's first name and surname
3. Name and **full** address of the company (address as applicable: flat number, street number, street, post-code, city, country – e.g., **3 maja Street 11/22, 41-200 Sosnowiec, Poland**)
4. Dates of the internship (e.g. from 01.10.2021 to 01.12.2021)
5. Internship Supervisor (**Full name**)
6. Table of confirmation of the learning outcomes achieved (enter “yes” or “no” in each column)
7. Grade obtained during the internship
8. Date
9. **Stamp and signature** of the company internship supervisor
10. Questionnaire
11. **Stamp and signature** of the company internship supervisor

## **6. Student's Report on Internship – E-Survey**

1. Circle the number of the internship (**I, II, or III**)
2. Fill in the questionnaire under the link below and attach a printout of it to the documentation.

<https://badania.wsb.edu.pl/index.php?r=survey/index&sid=682574&lang=en>

## **7. Application for Credit for the Internship on the basis of employment/conducting business activity/taking other forms of activity**

1. Dąbrowa Górnicza, **date** ..... (e.g. 11.10.2021)
2. Fill in your student details
  - a. First name, surname, and register number
  - b. Specialization (if applicable)
  - c. Student's phone number

- d. Student's e-mail address
  - e. Mode of study (**circle as applicable**)
  - f. Year of study (**1, 2, or 3**)
  - g. Semester of study (**1, 2, 3, 4, 5, or 6**)
  - h. Name and surname of the Supervisor
3. Circle the number of the internship (**I, II, or III**)
  4. Circle the type of internship submitted (employment, conducting business activity, taking other forms of activity)
  5. Circle the number of the internship (**I, II, or III**)
  6. Name and **full** address of the company (address as applicable: flat number, street number, street, post-code, city, country – e.g., **3 maja Street 11/22, 41-200 Sosnowiec, Poland**)
  7. Form of internship (tick the one that applies to your case)
  8. List the enclosed documents
  9. Circle the type of internship, volunteer work or work
  10. Fill in the applicable dates (from.....to.....)
  11. Fill in the topic of a Bachelor thesis (**only applies to semester 5**)
  12. Employer **description** (full name, legal form, industry, the territorial scope of activity, any other relevant information)
  13. **Description** of the student's present/previous position(s)
  14. Nature of tasks and works performed (please refer to section "Tasks to be carried out" and "The forms of activity conducted during the internship", use the past tense forms)
  15. Knowledge acquired during work (please refer to section "Learning outcomes to be achieved by the student during the internship, use the past tense forms)
  16. Skills acquired during work (refer to section "Learning outcomes to be achieved by the student during the internship, use the past tense forms)
  17. Social competences acquired during work (refer to section "Learning outcomes to be achieved by the student during the internship, use the past tense forms)
  18. Relevance of the professional experience/business activity to the internship program (refer to sections mentioned above, indicate the connection between the internship and the given field of study)
  19. Student's signature
  20. Place and Date (e.g., Katowice, 11.10.2021)
  21. **Full name, stamp and signature** of the supervisor