

<b>INTERNSHIP I, II, III PROGRAM</b> <i>(circle as applicable)</i> <b>IN THE FIELD OF MANAGEMENT ENGINEERING</b> <b>FULL-TIME AND PART-TIME</b> <b>FIRST-CYCLE STUDY PROGRAM</b>	<b>Semesters</b> <b>2, 4, 6</b> <i>(circle as applicable)</i>	<b>Total: 960 hours</b> <b>(3x320 hours)</b>
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### 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 Engineering, resulting from the first-cycle study program with a practical profile.
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 – by 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 is undertaken in accordance with the curriculum, respectively: Internship I –in the second semester, Internship II- in the fourth semester, and Internship III – in the sixth 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 Engineering” field of study, selected by a student from the University internship database. 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, reliability, the possibility of achieving internship learning outcomes, i.e. the scope and functions of professional activity of the organization are in line with the field of study of Management Engineering, the organizational structure and qualifications of staff ensure the appropriate competencies of the company internship supervisor, organization infrastructure allows for the achievement of learning outcomes, it is modern and fulfills modern technological and organizational requirements and is in line with currently used in professional activity related to the field of study of Management Engineering, the organization offers the possibility of participation of the Rector’s Proxy for Student Internships in the assessment of the student’s work during the internship and cooperation with the company internship supervisor.

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 insure against accidents for the duration of internship and present the copy of the insurance held.
9. The internship is regularly evaluated by the University authorities, students and employers. The following are assessed: the internship program, the organization of internship, and the place of the internship,
10. Evaluation of internship by the employer (Annex 6).
11. Students assess the internship in the survey (Annex 7)

### **Description of the internship**

1. The internship involves 960 hours and is undertaken in 3 semesters of study, 320 hours each semester.
2. The internship may take place in organizations (companies and institutions) of various sectors of economy in which projects in the field of study of Management Engineering, i.e. the modelling, design, and analysis of the management processes of the organization are conducted.

### **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 management engineering, develop and improve practical skills and acquire social competences indispensable for the efficient practice of their profession related to the field of study of Management Engineering. 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 area of management engineering and make new business contacts.
2. The specific objectives of the internship:
  - to enable the student to compare the knowledge gained with design-analytical practice, i.e. practical solutions in management engineering, and extending this knowledge to its

practical aspects in management engineering processes; including in modelling, design, analysing business and organizational processes;

- to learn about the functioning of the organizational structure, the scope of activity of individual organizational units and positions, rules of work organization and division of competences, procedures, a work planning process and control in the place where the internship takes place;
- to develop the skills of effective communication in the organization;
- to improve the ability to organize one's own and team work, effective time management, conscientiousness, and responsibility for assigned tasks,
- to develop social competences in terms of work diligence and responsibility for the assigned tasks

### **Tasks**

1. To familiarize oneself with the regulations and principles governing the functioning of the organization, including the applicable OHS rules and regulations.
2. To familiarize oneself with the mission, goals, strategy and organization of the organization where the internship is undertaken.
3. To familiarize oneself with the specificity of the business activity of the organization its financial situation and the economic and social environment.
4. To familiarize oneself with the operational activity of an organization in relation to its specific departments (e.g. organization, planning, development, investment and innovation departments etc.)
5. To familiarize oneself with the documentation of the selected organizational unit and document the basic activities performed in this unit in the field of management engineering and the documentation workflow.
6. To learn about practical solutions of systems, occupational health and safety rules and environmental protection.
7. To learn the data-recording system in the organization and its usefulness for analytical and design purposes in the field of management engineering.
8. To learn IT systems in the processes of modelling, designing, and analyzing business and organizational and management processes used in the organization
9. To familiarize with the activities and decision-making process at the position related to management engineering.
10. To learn the processes of modelling, designing, and analyzing business and organizational and management processes in the organization.

11. To familiarize oneself with the principles, methods, techniques and tools and engineering standards used in processes related to management engineering in the organization.
12. To improve organizational skills, team work, effective time management, apply the acquired skills into practice, diligence, responsibility for the assigned tasks
13. To perform simple and complex tasks related to management engineering commissioned by the company internship supervisor.
14. To perform engineering tasks related to management engineering commissioned by the company internship supervisor.
15. To perform tasks in the project work of workteams.
16. To fill in the logbook including the registration of activities from each day of the internship confirmed by the signature of the company internship supervisor.

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

**Internship I**

**1) Knowledge:**

- The student knows the regulations and principles governing the functioning of the where the internship takes place;
- The student knows the basic areas of operation of the organization where the internship takes place;
- The student knows the basic methods, techniques, tools and materials used in management engineering in the organization where the internship takes place, in particular those used to solve engineering tasks;

**2) Skills**

- The student can prepare the workstation;
- The student can apply the theoretical knowledge into practice and acquire practical skills to apply them into implementing of practical solutions;
- The student can observe and actively participate in everyday duties of the specialists from the area of management engineering;
- The student can work individually and in a team performing tasks related to the implementation of goals related to management engineering, can assess time necessary to perform the assigned task;

### **3) Social competences:**

- The student is ready to prepare for his/her work responsibly and to perform it in accordance with the requirements of the position concerned;
- The student is aware of his/her knowledge and is open to learning from specialists using their practical experience;

## **Internship II**

### **1) Knowledge:**

- The student has familiarized himself/herself with the regulations governing the functioning of the organization where the internship takes place, in particular related to management engineering;
- The student knows the scope of activity of organizational units and positions and the tasks of people performing specific functions in the structure of the organization (related to management engineering) and their mutual relationships where the internship takes place;
- The student knows the types of documents functioning in the organization and the documentation workflow;
- The student knows the methods and technological and It tools used in the implementation of engineering tasks in the organization where the internship takes place;
- The student understands the life cycle processes of equipment, facilities and technical systems and their practical use in modelling and design processes related to management engineering in relation to the organization where the internship takes place;

### **2) Skills:**

- The student can use the resources of the organization to perform management engineering tasks and assess their usefulness;
- The student can apply theoretical and practical knowledge to solve complex problems related to management engineering and evaluate existing solutions in the organization where the internship takes place;
- The student can use analytical and simulation methods, information systems and advanced information technology and communication techniques used in the organization where the internship takes place to perform engineering tasks;
- The student can actively participate in daily complex work performed by management engineering specialists;

- The student can work individually and in a team performing typical tasks related to the achievement of management engineering objectives, can estimate the time needed to perform the assigned task, can develop and implement a work schedule ensuring that the deadlines are met;

### **3) Social competences:**

- The student is active and persistent in performing individual and team activities;
- The student is aware of the level of their knowledge and skills and is ready to undertake management engineering activities using good practices learned in the organization;

### **Internship III**

#### **1) Knowledge:**

- The student has the structured knowledge of management engineering, including the essence, conditions and foundations of modelling, designing, and analyzing business and organizational and management processes concerning the organization where the internship takes place;
- The student knows and understands the selected aspects of formulating the requirements and assumptions of design and organizational and management processes in management engineering in the organization where the internship takes place;
- The student has the practical knowledge of management engineering issues that can be applied to the solution of engineering tasks in management engineering;
- The student is aware of the general principles for the creation and development of various forms of entrepreneurship in relation to the activity of the organization where the internship takes place;
- The student knows new trends in the practice of management engineering and understands their importance for the development of the organization where the internship takes place;

#### **2) Skills:**

- The student can use his/her theoretical and practical knowledge to work in the organization where the internship takes place and to apply the safety rules associated with the work;
- The student can use the resources of the organization to perform management engineering tasks and to identify opportunities for their development;
- The student can perform complex and unusual tasks related to management engineering, obtain information from databases, laws and other sources relevant to the functioning of the organization where the internship takes place;

- The student can apply the obtained integrated theoretical and practical knowledge to solve practical problems related to complex, typical and unusual engineering tasks in management engineering;
- The student can actively participate in the everyday complex work of the organization related to management engineering as well as projects conducted by specialists- engineers and benefit from their practical experience;
- The student can solve practical engineering tasks requiring the application of engineering standards in management engineering used in the organization where the internship takes place.

### **3) Social competences:**

- The student shows the initiative, activity and responsibility in performing tasks and is ready to take care of maintaining the ethos of the profession of an engineer;
- The student is ready to critically assess his/her knowledge and skills and understands the role of knowledge in management engineering processes;

#### **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;
- evaluation of the student's performance of the assigned tasks specified in the internship program by the company internship supervisor;
- evaluation the student's performance of the planned tasks by the company internship supervisor in terms of achieving the expected learning outcomes;
- evaluation of the student's performance during the internship - taking into account punctuality, creativity, willingness to perform tasks, the prompt completion of tasks, cooperation with the employees of the organization;
- checking the student's social competence by the company internship supervisor and other employees from the organization during the internship, taking into account the willingness to undertake tasks, to use his/her knowledge, and to take care for the traditions of the managerial profession;
- analysis of the student's internship report;
- discussion with the student;
- student's self-assessment;
- the opinion of the company internship supervisor on the student's performance of the tasks specified for the internship.

**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 Engineering and related 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 (**Annex 2**),
2. The internship is credited by the Rector's Proxy for Student Internships based on documents confirming the completion of the internship.
3. ECTS credits are awarded for the completed internship, in accordance with the first-cycle study program for Management Engineering.
4. 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.
5. Learning outcomes cannot be confirmed for the programs of study which prepare for the professions referred to in Article 68(1) of the Law on Higher Education and Science.
6. 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.
7. The applicable documentation is provided below.



**INTERNSHIP GUIDELINES AND PROCEDURES**

<p>Actions taken <b>before</b> undertaking the internship</p>	<p>1) Before undertaking the internship, the Student is obliged to submit the following documents to the Rector's Proxy for Student Internships:</p> <ul style="list-style-type: none"> <li>• <b>Internship Application Form</b> (Annex 2);</li> <li>• <b>GDPR Information Clause</b> (Annex 3);</li> <li>• <b>Internship Agreement</b> (Annex 4) (two copies);</li> </ul> <p>Before undertaking the internship, all necessary documents should be <b>stamped and signed</b> by the authorized person in the workplace where the internship will take place and <b><u>then approved, stamped and signed by the Rector's Proxy for Student Internships.</u></b></p>
<p>Actions taken <b>after</b> completing the internship</p>	<p>2) After completing the internship, the Student is obliged to submit the following documents to the Rector's Proxy for Student Internships.</p> <ul style="list-style-type: none"> <li>• <b>Internship Application Form</b> with the Approval of the Rector's Proxy for Student Internships (Annex 2);</li> <li>• <b>Internship Agreement</b> previously signed (Annex 4);</li> <li>• <b>GDPR Information Clause previously signed</b> (Annex 3);</li> <li>• <b>Internship Logbook</b> signed by the company internship supervisor (Annex 5);</li> <li>• <b>Report on the Completion of the Internship</b> completed by the Company Internship Supervisor (Annex 6);</li> <li>• <b>Printed Internship Questionnaire completed by the Internship Supervisor</b> (Annex 6);</li> <li>• <b>Internship Report</b> prepared by the student (Annex 7)</li> </ul> <ul style="list-style-type: none"> <li>• After checking the documents submitted by the student, conducting a verification interview, assessing the fulfilment 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.</li> </ul>

**INTERNSHIP I, II, III APPLICATION FORM**  
(circle as applicable)

**Student's details**

First name and surname: .....

Address of residence: .....

.....

Register number:.....

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

Program of study: **First-cycle**

Field of study: **MANAGEMENT ENGINEERING**

Specialization: .....

Year of study: .....

Semester of study: .....

Student's phone number: .....

Student's e-mail address: .....

**Internship details**

Duration of the internship from ..... to .....

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:

.....

Name and position of the company internship supervisor:

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

<b><i>I acknowledge the completion of Internship I, II, III</i></b>	<b><i>I do not acknowledge the completion of Internship I, II, III</i></b>
..... (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)

<b>Approval of the Rector's Proxy for Student Internships to undertake the internship in the place chosen by the student</b>	
..... (date)	..... signature of the Rector's Proxy for Student Internships)

**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. Ciepłaka 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-Staszal. 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. 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)

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 organization)

hereinafter referred to as the Organization, 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 Organization to undertake the internship:

Student's first name and surname	Address of residence	Study
		Field: <b>MANAGEMENT ENGINEERING</b> (first-cycle study program) Mode of study: full-time / part-time * Year of study: ..... Semester of study: ..... Register no: ..... <small>*Please delete as applicable.</small>

2. The Organization 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 internship supervisor 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 Organization.

4. The University may, within its capabilities, inform the public via an Informant or other information channel that the Organization 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 Organization 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

**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.....  
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 .....

*The logbook should contain a daily description of your activity in a given workplace (each day in a separate row of the table). What were your tasks? What problem, activity and function did you familiarize yourself with on a particular day?*

**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

.....  
Student's signature

..... Date

*A company internship supervisor from a given organization confirms, on an ongoing basis, the descriptions from particular days of the internship (in the last column of the table) and signs the entire register completed by the student on the last day of the internship.*

*The title page of the internship logbook should be printed only once.*

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 )

<b>INTERNSHIP I IN THE FIELD OF MANAGEMENT ENGINEERING FULL-TIME AND PART-TIME FIRST-CYCLE STUDY PROGRAM</b>	<b>Number of hours*</b> .....
--	----------------------------------

\*in teaching hours (1h=45 mins.)

Student's first name and surname: .....

Name and address of the institution / facility.....

.....

.....

Duration of the internship from ..... to .....

First name and surname of the company internship supervisor

.....

		Confirmation of the learning outcomes achieved	Please enter: yes, no
<b>KNOWLEDGE</b>	1)	The student knows the regulations and principles governing the functioning of the where the internship takes place;	
	2)	The student knows the basic areas of operation of the organization where the internship takes place	
	3)	The student knows the basic methods, techniques, tools and materials used in management engineering in the organization where the internship takes place, in particular those used to solve engineering tasks	
<b>SKILLS</b>	1)	The student can prepare the workstation	
	2)	The student can apply the theoretical knowledge into practice and acquire practical skills to apply them into implementing of practical solutions	
	3)	the student can observe and actively participate in everyday duties of the specialists from the area of management engineering	
	4)	The student can work individually and in a team performing tasks related to the implementation of goals related to management engineering, can assess time necessary to perform the assigned task;	
<b>SOCIAL COMPETENCES</b>	1)	The student is ready to prepare for his/her work responsibly and to perform it in accordance with the requirements of the position concerned	
	2)	The student is aware of his/her knowledge and is open to learning from specialists using their practical experience	



**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*

<b>Evaluation of student’s work (scale from 1 to 5)*</b>	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					
<b>Total sum of points obtained</b>					

\* Points on a scale of 1-5, where 5 is the highest score

.....  
Date

.....  
Signature and stamp of the company internship supervisor

<b>I confirm the achievement of all learning outcomes</b>	<b>I confirm the conditional achievement of learning outcomes</b>	<b>I am unable to confirm the achievement of learning outcomes</b>
..... <b><i>I acknowledge the completion of Internship I, II, III</i></b> (date) (signature of the Rector's Proxy for Student Internships)	..... <b><i>I conditionally acknowledge the completion of Internship I, II, III</i></b> (date) (signature of the Rector's Proxy for Student Internships)	..... <b><i>I do not acknowledge the completion of Internship I, II, III</i></b> (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 (320 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 II  
(to be completed by the company internship supervisor )**

<b>INTERNSHIP II IN THE FIELD OF MANAGEMENT ENGINEERING FULL-TIME AND PART-TIME FIRST-CYCLE STUDY PROGRAM</b>	.....* <b>NUMBER OF HOURS</b>
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\*In teaching hours-1h=45 mins

Student's first name and surname: .....

Name and address of the institution / facility .....

Duration of the internship from ..... to .....

Name and surname of the company internship supervisor .....

	Confirmation of the learning outcomes achieved	Please enter: yes, no
<b>KNOWLEDGE</b>	1) The student has familiarized himself/herself with the regulations governing the functioning of the organization where the internship takes place, in particular related to management engineering	
	2) The student knows the scope of activity of organizational units and positions and the tasks of people performing specific functions in the structure of the organization (related to management engineering) and their mutual relationships where the internship takes place	
	3) The student knows the types of documents functioning in the organization and the documentation workflow	
	4) The student knows the methods and technological and IT tools used in the implementation of engineering tasks in the organization where the internship takes place	
	5) The student understands the life cycle processes of equipment, facilities and technical systems and their practical use in modelling and design processes related to management engineering in relation to the organization where the internship takes place	
<b>SKILLS</b>	1) The student can use the resources of the organization to perform management engineering tasks and assess their usefulness	
	2) The student can apply theoretical and practical knowledge to solve complex problems related to management engineering and evaluate existing solutions in the organization where the internship takes place	
	3) The student can use analytical and simulation methods, information systems and advanced information technology and communication techniques used in the organization where the internship takes place to perform engineering tasks	
	4) The student can actively participate in daily complex work performed by management engineering specialists	
	5) The student can work individually and in a team performing typical tasks related to the achievement of management engineering objectives, can estimate the time needed to perform the assigned task, can develop and implement a work schedule ensuring that the deadlines are met;	
<b>SOCIAL COMPETENCES</b>	1) The student is active, persistent in performing team activities.	
	2) The student is aware of the level of their knowledge and skills and is ready to undertake management engineering activities using good practices learned in the organization	

**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*

<b>Evaluation of student's work (scale from 1 to 5)*</b>	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					
<b>Total sum of points obtained</b>					

\* Points on a scale of 1-5, where 5 is the highest score

.....  
Date

.....  
Signature and stamp of the company internship supervisor

<b>I confirm the achievement of all learning outcomes</b>	<b>I confirm the conditional achievement of learning outcomes</b>	<b>I am unable to confirm the achievement of learning outcomes</b>
<p>.....</p> <p><i>I acknowledge the completion of Internship I, II, III</i> (date) (signature of the Rector's Proxy for Student Internships)</p>	<p>.....</p> <p><i>I conditionally acknowledge the completion of Internship I, II, III</i> (date) (signature of the Rector's Proxy for Student Internships)</p>	<p>.....</p> <p><i>I do not acknowledge the completion of Internship I, II, III</i> (date) (signature of the Rector's Proxy for Student Internships)</p>

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 (320 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 )**

<b>INTERNSHIP III IN THE FIELD OF MANAGEMENT ENGINEERING FULL-TIME AND PART-TIME FIRST-CYCLE STUDY PROGRAM</b>	.....* <b>NUMBER OF HOURS</b>
--	--------------------------------------

\*in teaching hours-1h=45mins

Student's first name and surname: .....

Name and address of the institution / facility.....

.....

Duration of the internship from ..... to .....

First name and surname of the company internship supervisor

.....

	Confirmation of the learning outcomes achieved	Please enter: yes, no
<b>KNOWLEDGE</b>	1) The student has the structured knowledge of management engineering, including the essence, conditions and foundations of modelling, designing, and analyzing business and organizational and management processes concerning the organization where the internship takes place	
	2) The student knows and understands the selected aspects of formulating the requirements and assumptions of design and organizational and management processes in management engineering in the organization where the internship takes place	
	3) The student has the practical knowledge of management engineering issues that can be applied to the solution of engineering tasks in management engineering	
	4) The student is aware of the general principles for the creation and development of various forms of entrepreneurship in relation to the activity of the organization where the internship takes place	
	5) The student knows new trends in the practice of management engineering and understands their importance for the development of the organization where the internship takes place	
<b>SKILLS</b>	1) The student can use his/her theoretical and practical knowledge to work in the organization where the internship takes place and to apply the safety rules associated with the work	
	2) The student can use the resources of the organization to perform management engineering tasks and to identify opportunities for their development.	
	3) The student can perform complex and unusual tasks related to management engineering, obtain information from databases, laws and other sources relevant to the functioning of the organization where the internship takes place	
	4) The student can apply the obtained integrated theoretical and practical knowledge to solve practical problems related to complex, typical and unusual engineering tasks in management engineering	
	5) The student can actively participate in everyday complex work of the organization related to management engineering as well as projects conducted by specialists- engineers and benefit from their practical experience;	
	6) The student can solve practical engineering tasks requiring the applications of engineering standards in management engineering used in the organization where the internship takes place.	
<b>SOCIAL COMPETENCES</b>	1) The student shows the initiative, activity and responsibility in performing tasks and is ready to take care of maintaining the ethos of the profession of an engineer;	
	2) The student is ready to critically assess his/her knowledge and skills and understands the role of knowledge in management engineering processes.	

**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*

<b>Evaluation of student's work (scale from 1 to 5)*</b>	1	2	3	4	5
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Performance of tasks on time					
Commitment/readiness to perform the assigned tasks					
Ability to work in a team					
Communication skills					
<b>Total sum of points obtained</b>					

\* Points on a scale of 1-5, where 5 is the highest score

.....  
Date

.....  
Signature and stamp of the company internship supervisor

<b>I confirm the achievement of all learning outcomes</b>	<b>I confirm the conditional achievement of learning outcomes</b>	<b>I am unable to confirm the achievement of learning outcomes</b>
..... <i>I acknowledge the completion of Internship I, II, III</i> (date) (signature of the Rector's Proxy for Student Internships)	..... <i>I conditionally acknowledge the completion of Internship I, II, III</i> (date) (signature of the Rector's Proxy for Student Internships)	..... <i>I do not acknowledge the completion of Internship I, II, III</i> (date) (signature of the Rector's Proxy for Student Internships)

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- 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?

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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*



**STUDENT'S REPORT ON INTERNSHIP I, II, III - E-SURVEY**  
*(circle 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=pl>