

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

Dąbrowa Górnicza,

.....
(register number)

ENGLISH in MANAGEMENT

(Field of study)

Second-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 has familiarized himself/herself with the mission and the scope of activity of the Organization in which the internship is undertaken, in terms of international relations, the student has familiarized himself/herself with external stakeholders of the Organization;	
	2) The student has familiarized himself/herself with the regulations governing the functioning of the Organization, the scope of activity of organizational units and positions which carry out international activity with the use of Business English;	
	3) The student has learned about the detailed tasks of people performing key functions in the structure of the workplace in terms of different dimensions of international activity, and their mutual relationships.	
SKILLS	1) The student can apply business resources of the Organization necessary to perform work;	
	2) The student can use the acquired theoretical knowledge to perform complex tasks related to the international communication process with the use of English in Management, as assigned by the Internship Supervisor;	
	3) The student can integrate the acquired theoretical knowledge from the field of Management and Quality Science, and Linguistics, and apply it in practice to perform business communication tasks using English in Management;	
	4) The student can acquire information from appropriate English-language sources while performing complex tasks from the field of international and intercultural communication in the business environment and using Business English, analyze them, evaluate their suitability, and ensure data protection according to the Organization rules of data protection.	
SOCIAL COMPETENCES	1) The student can apply business resources of the Organization necessary to perform work;	
	2) The student can use the acquired theoretical knowledge to perform complex tasks related to the international communication process with the use of English in Management, as assigned by the Internship Supervisor;	
	3) The student can integrate the acquired theoretical knowledge from the field of Management and Quality Science, and Linguistics, and apply it in practice to perform business communication tasks using English in Management;	

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

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 has familiarized himself/herself with the methods of international and intercultural communication used in the business environment of the Organization in which the internship is undertaken, related to English in Management;	
	2) The student has familiarized himself/herself with the resources of the Organization: human resources, material resources, information resources used to perform tasks of international communication in the business environment;	
	3) The student has familiarized himself/herself with the types of English-language documents in the Organization regarding international communication, and the documentation workflow.	
SKILLS	1) The student can apply the acquired theoretical knowledge about Management and Quality Science, and Linguistics to formulate and solve complex and unusual practical problems from the field of intercultural communication in the Organization;	
	2) The student can use advanced information and communication techniques for processing texts, supporting the analysis and interpretation of data regarding formulating, analyzing, and solving practical problems in the field of English in Management;	
	3) The student can observe, and actively participate in everyday complex duties performed by the specialists from the field of English in Management;	
	4) The student can work in a team performing both tasks related to the implementation of imposed goals, as well as setting them, and organizing the teamwork.	
SOCIAL COMPETENCES	1) The student is active and displays persistence and responsibility in performing professional group tasks;	
	2) The student is aware of the level of their knowledge and skills and is ready to acknowledge the role of knowledge in solving business communication problems using English in Management.	

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

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 has familiarized himself/herself with the principles, methods, techniques, and tools of integrated marketing communication used in international business activity of the Organization in which the internship is undertaken;	
	2) The student has familiarized himself/herself with the subject specificity of English in Management with regards to various dimensions of international business activity of the Organization in which the internship is undertaken;	
	3) The student has familiarized himself/herself with the relevance of knowledge from the field of Management and Quality Science, and Linguistics, to the conditions of professional activity in the international business environment with the use of English in Management in the Organization in which the internship is undertaken;	
	4) The student has familiarized himself/herself with the practical aspects of the knowledge acquired during studies in the field of international communication in a business environment with the use of English in Management with regards to the activity of the Organization in which the internship is undertaken.	
SKILLS	1) The student can independently use the correct methods, including integrated marketing communication, tools and techniques, including advanced information and communication techniques, used for solving problems related to international business communication in the Organization in which the internship is undertaken;	
	2) The student can innovatively perform tasks in various dimensions of the international activity of the Organization, using English in Management;	
	3) The student can apply the acquired theoretical knowledge and skills from the field of integrated marketing communication to implement specified solutions in practice and evaluate their effects;	
	4) The student can use English at an C1 level according to the Common European Framework of Reference for Languages (CEFR), can effectively communicate in terms of the professional activity with co-workers, contractors, clients, and stakeholders of the Organization;	
	5) The student can prepare English-language documentation regarding business matters, including a business plan, conduct business correspondence, and translate common agreements in the business activity;	
	6) The student can self-assess his/her competences, improve skills, and designate the directions for self-development and further education, with regards to experiences gained from the undertaken internship.	
SOCIAL COMPETENCES	1) The student is ready to initiate and participate in the implementation of social projects on the promotion of English in Management in the public interest;	
	2) The student is ready to think in the entrepreneurial and creative way, is open to taking up professional challenges;	
	3) The student is ready to follow the rules of ethics and to care for the tradition of the profession related to English in Management.	

WSB University
Field of study: ENGLISH IN MANAGEMENT, SECOND - CYCLE

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

After completing the internship

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Dąbrowa Górnicza,

.....

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

.....

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	
..... <i>(Date)</i> <i>(Signature)</i>