

Internship syllabus for the specialisation: FINANCE AND ACCOUNTING OF ENTERPRISES



WYŻSZA SZKOŁA HANDLU I USŁUG
W POZNANIU

DESCRIPTION OF THE SUBJECT

FIELD OF STUDY	Management
SPECIALISATION	Corporate finance and accounting
MODE OF STUDY	Full-time/ Part-time
SEMESTER	After III semester

Name of the subject	Student work placements	
Hourly dimension of particular forms of classes • practical classes	Full-time studies – 180 Part-time studies – 180	
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Learning objectives:	<ul style="list-style-type: none"> - acquaintance with the principles of creating organizational structures of a company/ institution, modelling of financial management processes in a company. - acquaintance with practical principles and problems of corporate management in the following areas: finance, service quality, calculations, human resources management. - acquiring practical information about the processes of corporate financial management.
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Learning outcomes for subject	
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Number	Learning outcomes, a student who has successfully completed the course will be able to:	Referencing of learning outcomes for the programme	The reference to the learning outcomes for the area
K_U01	Explains the causes and effects of changes occurring at the placement site.	K_U04	P7S_UW
K_U02	Has the ability to analyse, interpret available sources of information. He/she can take part in planning and coordinating documentation, preparing calculations, balance sheets, strategies and reports.	K_U08	P7S_UW
K_U03	Makes presentations of analytical results, reports using correct, specialised but communicative language. Justifies his/her position.	K_U11	P7S_UK
K_U04	Correctly analyses financial data and economic phenomena in terms of companies/institutions.	K_U03	P7S_UW
K_U05	Identifies and explains the consequences of legal, financial and economic decisions. Suggests solutions to problems.	K_U05	P7S_UW
K_U06		K_U14	P7S_UO

	Works as part of a team, takes on different roles within the team and carries out tasks responsibly in a committed manner.		
K_U07	Involves himself in the work of the team, confronts his knowledge with practice, recognizes and completes gaps in his practical knowledge.	K_U15	P7S_UU
K_U08	Adequately determines the order in which tasks assigned to him/her should be carried out. He/she is able to set priorities and to plan and carry out tasks in an orderly manner, also in a team leader role.	K_U13	P7S_UO
K_K09	He critically evaluates his state of knowledge and is fully aware of the importance of knowledge in practical activities.	K_K01	P7S_KK
K_K10	Maintains professional ethics and exhibits professionalism both in his/her dealings with colleagues, customers, contractors, subcontractors and superiors.	K_K05	P7S_KR
K_K11	Takes up instructions with interest and creativity, is committed to quality-oriented activities.	K_K04	P7S_KO

Content number	Educational/ curricular content	This is a reference to the learning outcomes for the subject
	TRAINEESHIP PLAN	
T_01	Familiarisation with the organisational structure of the company, the principles of the company with particular emphasis on the finance/accounting department.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_02	Participate in the development or introduction of short and long-term financial plans.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_03	Observing and participating in the financial management of the company by: invoicing, making payments, collecting debts, calculating salaries, preparing financial and accounting documentation.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_04		EK_U01

	Contact with financial institutions - participation and observation of supervision of contacts.	EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_05	Familiarisation with the internal rules of financial controlling.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_06	Assist in the production of financial reports for the board of directors, management, shareholders, external entities.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_07	Carry out analysis and costing - according to the tasks assigned by the internship supervisor from the employer's side.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_08	Participate in the work of the finance and accounting department as a member responsible for the implementation of specific tasks by the team.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_09	Preparing analyses of company finances on the basis of selected materials, presenting the results in the forum.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06

		EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_10	Familiarisation with the practical rules of the tax system (accounting for taxes, filing tax returns: VAT, CIT, PIT, excise duty).	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11

Pass criteria for individual learning outcomes				
Learning outcome	For the assessment 2	For the assessment 3	For the assessment 4	For the assessment 5
K_U01	The student does not explain the causes and does not know the course of changes occurring at the placement site.	The student explains to a basic extent the causes and knows the course of changes occurring at the placement, not fully independently predicts directions of changes.	Student explains reasons and knows the course of changes occurring in the place of practice, independently predicts the direction of changes.	The student explains very well the causes and knows the course of changes occurring at the placement site, fully independently and accurately predicts the directions of changes.
K_U02	The student does not have the skills to analyse, interpret available sources of information.	The student has basic abilities to analyse, interpret available sources of information. On their basis he/she can, with the help of a team, participate in the process of planning and coordinating documentation, preparing calculations, balances, strategies and reports.	The student has the ability to analyse, interpret available sources of information. On their basis he/she can, for the benefit of the team, participate in the process of planning and coordinating documentation, preparing calculations, balances, strategies and reports.	The student has full ability to analyse, interpret available sources of information. On the basis of them, for the benefit of the team, he/she takes part in the process of planning and coordinating documentation, preparing calculations, balances, strategies and reports.

K_U03	The student does not present the results of analyses, reports using correct, specialized but communicative language.	The student makes a basic presentation of the results of analyses, reports, not always uses correct, specialised, but communicative language. Justifies his/her standpoint.	The student presents the results of analyses, reports, using correct, specialist but communicative language. Justifies his/her standpoint.	The student presents the results of analyses, reports very well, using correct, specialist but communicative language. He/she justifies his/her standpoint in an accurate and orderly manner.
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K_U04	The student does not correctly analyse market data, processes, including financial processes and economic phenomena in the field of enterprises/institutions.	The student does not always correctly analyse market data, processes, including financial processes and economic phenomena in the field of enterprises/institutions.	The student correctly analyses market data, processes, including financial processes and economic phenomena in the field of enterprises/institutions.	The student/graduate fully independently and correctly analyses market data, processes, including financial processes and economic phenomena in the field of enterprises/institutions.
K_U05	The student fails to identify and explain the consequences of financial, business, economic decisions.	Students helpfully identify and explain the consequences of financial, business, economic decisions. He/she is not always able to suggest solutions problems.	The student identifies and explains consequences of financial, business, economic decisions. Suggests solutions to problems.	The student accurately identifies and explains consequences of financial, business, economic decisions. Suggests solutions to problems.
K_U06	The student does not work in a group, does not find himself/herself in different roles in a team.	The student works in a group, does not always find himself/herself in different roles in the team and responsibly completes tasks in a committed manner.	The student works in a group, finds different roles in the team and responsibly completes tasks in a committed manner.	The student works very well in a group, excellently assumes various roles in a team and responsibly completes tasks. The student works very well in a group.
K_U07	The student does not engage in teamwork, does not confront knowledge with practice.	The student is involved in the team work to a small extent, confronts his/her knowledge with practice, does not always notice and completes gaps in his/her knowledge.	The student engages in teamwork, confronts his/her knowledge with practice, recognises and fills in the gaps in his/her knowledge.	The student is very much involved in the work of the team, confronts his/her knowledge with practice, notices and fills in the gaps in his/her knowledge.
K_K08	The student does not critically assess his/her knowledge, is not aware of the significance of knowledge in practical activity.	The student does not assess his/her knowledge critically enough, although he/she is fully aware of the importance of knowledge in practical activities.	The student critically evaluates his/her own state of knowledge, is aware of the significance of knowledge in practical activity.	The student assesses his/her knowledge critically, is fully aware of the importance of knowledge in practical activity.

K_K09	The student does not observe the rules of professional ethics and does not display professionalism both in contacts with colleagues, clients, contractors, subcontractors and superiors.	The student observes the rules of professional ethics, but does not always display professionalism both in his/her contacts with colleagues, customers, contractors, subcontractors and superiors.	The student observes the rules of professional ethics and displays professionalism both in contacts with colleagues, clients, contractors, subcontractors and superiors.	The student always maintains professional ethics and fully demonstrates professionalism in his/her dealings with colleagues, clients, contractors, subcontractors and superiors.
K_K10	The student is not able to determine the sequence of completion of his/her tasks, he/she cannot determine priorities.	In the majority of tasks, the student accurately determines the sequence of completion of his/her tasks, is able to determine the priorities, but not always plans and carries out the tasks in an orderly manner, also imprisons the team leader.	The student accurately determines the sequence of implementation of tasks assigned to him/her, is able to determine priorities and to plan and carry out tasks in an orderly manner, also as a team leader.	The student always correctly determines the sequence of completion of his/her tasks, is able to determine priorities and to plan and carry out tasks in an orderly manner, also as a team leader.
K_K11	The student undertakes instructions without interest and in a manner devoid of creativity.	The student does not always take up instructions with interest and creativity, is involved in pro-quality activities to a basic extent.	The student takes up instructions with interest and creativity, is committed to pro-quality activities.	The student takes up instructions with deep interest and creativity, is fully committed to pro-quality activities.

Form of course completion	
Form of assessment	Credit
Assessment criteria for individual learning outcomes	Credit for student work placements and verification of learning outcomes is based on the opinion of the work placement supervisor and documentation prepared by the student in the work placement logbook, taking into account the assumptions included in the learning outcomes in the area of knowledge, skills and competences, for the completion of the placement.

Number of ECTS credits and their calculation for full-time studies	7 points ECTS
	Balance of workload of the average student: - udział w studenckich praktykach zawodowych: 180 x 1 hours = 180 hours
Total student workload	180 hours

Number of ECTS credits together with their calculation for <u>part-time studies</u>	7 points ECTS
	Balance of workload of the average student: - udział w studenckich praktykach zawodowych: 180 x 1 hours = 180 hours
Total student workload	180 hours

Reference literature	3. In order to complete the tasks included in the practical placement programme, the student will use the literature available in the University library with which he/she has been acquainted during the theoretical classes and the materials available in the institution as well as the literature available on the Internet.
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