

**Internship syllabus for the  
specialisation:  
BUSINESS MANAGEMENT**



WYŻSZA SZKOŁA HANDLU I USŁUG  
W POZNANIU

**DESCRIPTION OF THE SUBJECT**

<b>FIELD OF STUDY</b>	<b>Management</b>
<b>SPECIALISATION</b>	Business management
<b>MODE OF STUDY</b>	Full-time/ Part-time
<b>SEMESTER</b>	Po III semester

<b>Name of the subject</b>	<b>Student work placements</b>	
<b>Hourly dimension of particular forms of classes</b> • <b>practical classes</b>	Full-time studies – 180 Part-time studies – 180	
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<b>Learning objectives:</b>	<ul style="list-style-type: none"> <li>- Familiarisation with the principles of creating organisational structures of an enterprise/institution, modelling of financial management processes in an enterprise.</li> <li>- Introduction to the principles of creating organizational structures of a company/ institution, modelling of financial management processes.</li> <li>- Acquaintance with the principles of building and maintaining the image of a company/service/brand.</li> <li>- Acquiring the skills to develop and manage customer relations.</li> </ul>
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<b>Learning outcomes for the subject</b>			
<b>Number</b>	<b>Learning outcomes, a student who has successfully completed the course will be able to:</b>	<b>Odniesienie efektów uczenia dla programu</b>	<b>Odniesienie to efektów uczenia dla obszaru</b>
K_U01	Explains the causes and knows the course of change at the placement site.	K_U04	P7S_UW
K_U02	Has the ability to analyse, interpret available sources of information. Can take part in the process of 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 market data, processes, including management processes and economic phenomena in the field of enterprises/ institutions.	K_U03	P7S_UW
K_U05	Identifies and explains the consequences of legal, managerial and economic decisions. Suggests solutions to problems.	K_U05	P7S_UW

K_U06	Works as part of a team, takes on different roles within the team and carries out tasks responsibly and in a committed manner.	K_U14	P7S_UO
K_U07	Involves himself in the work of the team, confronts his knowledge with practice, recognises and completes gaps in his knowledge.	K_U15	P7S_UU
K_U08	He/she correctly determines the order in which tasks assigned to him/her should be carried out, is able to set priorities and to plan and carry out tasks in an orderly manner, also in his/her capacity as a team leader.	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	Undertakes with interest and creativity takes instructions and is committed to quality.	K_K04	P7S_KO

<b>Content number</b>	<b>Educational/ curricular content</b>	<b>This is the reference to the learning outcomes for subject</b>
<b>TRAINEESHIP PLAN</b>		
T_01	Familiarisation with the organisational structure of the company, the principles of the company.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_02	Participation in the development or introduction of company/institution business 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	Observe and participate in activities related to the development and implementation of the company/institution budget.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10

		EK_K11
T_04	Participation in the development of the business plan for projects, assignments, carried out for clients or related to the company's activities.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_05	Familiarisation with internal control and controlling principles.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_06	Maintaining records of services provided, preparing, reports, progress reports.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_07	Participation in the acquisition and maintenance of contacts with clients and customers.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_08	Observation and participation in the negotiation process, drafting and presentation of reports and conclusions of meetings.	EK_U01 EK_U02 EK_U03 EK_U04 EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_09	Cooperation with/preparation of reports, statements, summaries, analyses and presentations on the company's activities for internal needs and for external institutions, based on materials received and obtained by the trainee.	EK_U01 EK_U02 EK_U03 EK_U04

		EK_U05 EK_U06 EK_U07 EK_U08 EK_K09 EK_K10 EK_K11
T_10	Presentation of results of work undertaken independently and as a team during meetings, assemblies.	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 the causes and knows the course of changes occurring at the placement site to a basic extent, does not fully independently forecast the 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, specialist 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 makes a presentation of analysis results, 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.
K_U04	The student does not correctly analyse market data, processes, including management and economic phenomena in the field of enterprises/ institutions.	The student does not always correctly analyse market data, processes, including management and economic phenomena in the field of enterprises/ institutions.	The student correctly analyses market data, processes, including management and economic phenomena in the field of enterprises/ institutions.	The student analyses market data, processes, including management processes and economic phenomena in the field of enterprises/ institutions in a fully independent and correct manner.
K_U05	The student does not identify and explain the consequences of managerial, business, economic decisions.	Students helpfully identify and explain the consequences of management, business and economic decisions. He/she is not always able to suggest solutions to problems.	The student identifies and explains consequences of managerial, business, economic decisions. Suggests solutions to problems.	The student accurately identifies and explains consequences of management, business and 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, excels in different roles in a team and responsibly completes tasks in a committed manner.
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 fills in the 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, clients, contractors 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.

<b>Form of course completion</b>	
<b>Form of assessment</b>	<b>Credit</b>
<b>Assessment criteria for individual learning outcomes</b>	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.

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

Total student workload	180 hours
<b>Number of ECTS credits together with their calculation for <u>part-time studies</u></b>	7 points ECTS
	<b>Balance of workload of the average student:</b> - participation in student work placements: 180 x 1 hours = 180 hours
Total student workload	180 hours
<b>Reference literature</b>	2. 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.