

INSTRUCTIONS FOR ORGANIZING A PROFESSIONAL PRACTICE

**Political science, specialty: Europa Master
master degree
Year 2nd (3rd-4th semester of study)**

1. Duration of practice: **240 hours**
2. Deadline: III-IV semester of study

3. Facilities/institutions where the practice can be carried out:

- a. Advertising and PR agencies,
- b. Embassies and consulates,
- c. Parliamentary and senatorial offices,
- d. Public opinion poll and research organizations,
- e. International organizations, institutions,
- f. Media (i.e. television and radio stations, newspapers and internet portals),
- g. Private companies,
- h. Law enforcement,
- i. Public administration offices,

and other institutions offering tasks enabling the students to meet the aims of the practice.

4. Objectives of the practice:

- a. familiarizing the student with the specifics of the Institution's operation, its system of organization and management;
- b. developing the ability to integrate theoretical knowledge gathered during the courses included in the study plan with the practical activities of individual institutions;
- c. linking knowledge acquired during the study courses and using it for specific professional tasks;
- d. shaping an exemplary professional attitude of the future employee.

5. Student duties during the traineeship:

- a. dignified representation of the Faculty of Political Science and Social Communication of the University of Opole,
- b. compliance with the rules of procedure or the organizational statute in force at the place of practice,
- c. compliance with the data protection and confidentiality clauses required by the workplace,
- d. respectful treatment of both the employees and the workplace's property where the student has his/her practice.

6. The institution and supervisor's tasks in terms of organizing the practice:
- a. The supervision of the proper conduct of the practice is exercised by the head of the institution – the appointed supervisor (with 2 years work experiences) exercises substantive and methodical supervision of the practice;
 - b. The internship supervisor, after consulting the student, organizes an individual practice plan for the entire duration of the traineeship;
 - c. The practice supervisor shall ensure the proper practice organization;
 - d. During the traineeship the student is subject to the institution's work discipline.
 - e. At the end of the practice, the supervisor completes the *Internship Evaluation* and signs the *Course of Practice Card*.

7. Organization of the practice:
- a) The coordination of the practice is carried out by the Centrum Zawodowej Aktywizacji Studentów WNoPiKS UO (CZAS) and Biuro Dydaktyki i Spraw Studenckich UO (dalej: BDiSS UO).
 - a. The student's practice cannot interfere with college activities.
 - b. More than one professional internship may be practiced if their total duration fulfils the number of 240 hours.
 - c. The scope of the practice includes, inter alia:
 - a. Familiarizing with the organizational structure of the institution, its documentation and tasks and activities carried out,
 - b. Getting acquainted with the whole work in the institution where the practice takes place,
 - c. Familiarizing with the material and technical activities carried out inside and outside the institution,
 - d. Other activities agreed by the student with the supervisor that are necessary to achieve the objectives of the practice.

8. Conditions for obtaining the practice credits:
- a. achieving the objectives of the practice;
 - b. preparation and completion of required documents;
 - c. familiarize and follow:
 - a. *Regulamin organizacji praktyk w Uniwersytecie Opolskim [Regulations of the organization of compulsory student practices in the Opole University],*
 - b. *Procedura odbywania i dokumentowania praktyk studenckich (SDJK-O-U11) [The procedure for conducting and documenting student practices (SDJK-O-U11)],*
 - c. *Regulaminem organizacji i przebiegu praktyk zawodowych Wydziału Nauk o Polityce i Komunikacji Społecznej [Regulations for organizing and conducting professional practices of the Faculty of Political Science and Social Communication].*