

**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 Spraw Studenckich UO (dalej: BSS 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].*

**Faculty of Political Science and Social Communication**

Preparation date: 01/03/2021

**INTERNSHIP EVALUATION**

1. Full name of the student:
2. Field of study, specialization, year and semester of study:
3. Internship date:
4. Name of the institution:
5. Full name of the internship supervisor:
6. Supervisor's personal details ( <i>optional</i> work experience and education)
7. Internship number of hours:
8. Detailed characteristics of the student and his/her preparation for the profession (any choice of criteria: theoretical and practical knowledge assessment, skills needed to work in the profession, predispositions and personality traits of the student, other notes from internship supervisor)
9. Overall student rating by scale: very good (5.0); good plus (4.5); good (4.0); sufficient plus (3.5); sufficient (3,0); poor (2.0).

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(Place)

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(A legible signature of the supervisor)

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(Seal of the institution)

