

**INSTRUCTIONS ON INTERNSHIP
ENGLISH PHILOLOGY
all modules
PART TIME
BA PROGRAMME
ACADEMIC PROFILE**

Definitions

- Student Affairs Office <http://bss.uni.opole.pl/en/> - the University unit responsible for the implementation of internships in the formal and organizational scope
- Internship coordinator in the field of study - an academic teacher of the University, appointed by the dean at the Faculty of Philology, who supervises the course of the internship from the substantive side
- Internship supervisor - a representative of the employer, a person supervising the substantive and organizational course of the internship; has the competence to take care of the apprentice
- Internship Schedule of Weekly Duties - daily, hourly and thematic schedule of internship (Appendix 1)
- Internship Evaluation Form - Internship supervisor's opinion on the course of the internship including the summary and evaluation together with a grade (Appendix 2)
- Internship Regulations - ZR 15/2021 - available on the website <http://cedu.uni.opole.pl/zarzadzenie-nr-15-2021rektora-uniwersytetu-opolskiego/>

1. Time of the Internship

Students of English Philology attending **part time courses** at Opole University are obliged to participate in internship lasting 90 hours in total after semester 4. The internship is organized during semester 5. Students are not entitled to remuneration from the University for internship, however, the company admitting students for internship may set a remuneration for the activities performed by them (cf. Internship Regulations, para. 4). Students are required to have appropriate insurance, certificates and other documents required by the institution accepting them for the internship (see Internship Regulations para. 5). In individual cases it is possible to do the Internship in another time provided this does not interfere with the study programme schedule for the particular semester. This requires an opinion of the Internship coordinator (Appendix 3)

2. Institutions offering internship

The institutions/companies offering the internship for students should operate within an international environment, which provides opportunities for developing students' linguistic and communicative competences and for achieving selected learning outcomes. These institutions/companies also may represent regional sectors that require a good command of a foreign language. The employee appointed by the institution/company to look after the apprentice (Internship supervisor) should have appropriate qualifications and professional experience.

The student may indicate the place of his / her internship or may use the places proposed by the University of Opole. Offers of internships and apprenticeships are available on the website of the Student Affairs Office <http://praktyki.uni.opole.pl/oferty-stazy-i-praktyk-studenckich/>. The student may choose to do their Internship abroad, provided that the duties at the appointed institution/company are compatible with the study programme's profile and ensure reaching the learning outcomes assigned to the Internship. This requires an opinion of the Internship coordinator (Appendix 4)

3. Internship aims

Internship should enable students to use their knowledge of a foreign language, its literature and culture, as well as provide them with opportunities to practice and develop their English in a professional environment. During the internship students are required to develop their problem-solving skills, information gathering and information processing skills, as well as submitting information in both written and oral forms following ethical principles. Additionally, students should be encouraged to participate in cooperative tasks. The acquired skills should facilitate students' employment in translation and interpretation bureaus, public relations, publishing houses, administration offices, advertising agencies, fundraising

organizations, commercial, corporate or other business institutions, mass media, tourist industry, i.e. those sectors which require a good level of foreign language competence and awareness of cultural differences.

4. Student's duties and procedures

Before their internship, a student is obliged to

- attend an information meeting organised by the internship coordinator;
- collect Internship referral from Student Affairs Office <http://praktyki.uni.opole.pl/>
- on planning the Internship abroad, a student is obliged to ask for a written opinion from the Internship coordinator (Appendix 4);
- fill in the Student Statement regarding Internship after familiarising oneself with the Internship Regulations and the instructions on internship for EP
- download and print the documents required for getting a credit for the internship (Internship Evaluation Form, Internship Schedule of Weekly Duties);

During their internship, a student is obliged to

- appear on the first day of internship in a given place at least half an hour earlier than the beginning of the regular working time;
- be punctual and observe working hours indicated either by the employer or the internship supervisor;
- perform the assigned duties diligently in a professional manner, know and follow required internal rules and regulations, for example safety rules, or code of conduct;
- strictly follow the instructions of the internship supervisor, employer and any other person responsible for organization of work during internship in the firm/company/institution;
- keep records connected with duties and responsibilities performed throughout the duration of internship by providing a detailed description of thereof in Internship Schedule of Weekly Duties (including dates, timing and specification of duties);

It is allowed to achieve learning outcomes assigned to internship in a given field, level and profile of studies with the use of distance learning methods and techniques. Decisions in this matter are made by the Dean of the Faculty.

After the internship, a student is obliged to:

- inform the internship coordinator about finalizing their internship (either via e-mail or any other way established earlier)
- submit the above-mentioned documents, i.e. Internship Schedule of Weekly Duties (approved by the employer/supervisor) and Internship Evaluation Form, to the internship coordinator by the end semester 5 in which the internship takes place, unless a different deadline for submission is assigned.
- discuss with the Internship coordinator the details regarding the Internship, to confirm the final grade received for the Internship at the end of semester 5.

5. Duties of the in-company internship supervisor

An institution/company offering the internship for a student should appoint an internship supervisor whose duty is to guide, cooperate, support and monitor student's duties. The supervisor provides an opinion on the Internship Evaluation Form together with the final grade and approves the Internship Schedule of Weekly Duties.

6. Forms of evaluation

The Internship is credited on the basis of the achieved learning outcomes confirmed by a positive opinion of the internship supervisor in the institution/company and a positive grade, issued in the document Internship evaluation form along with Internship Schedule of Weekly Duties, supplemented with a detailed list of all duties performed at the workplace (e.g. and time of performance and the type of entrusted duties).

It is allowed to achieve learning outcomes assigned to internship in a given field, level and profile of studies with the use of distance learning methods and techniques. Decisions in this matter are made by the Dean of the Faculty. The Internship is credited by the Internship coordinator at UO at the end of semester 5.

According to the Internship Regulations, the **student CANNOT complete the internship on the basis of the current professional work or volunteering.**

7. Final remarks

Any other issue not covered by these guidelines will be settled on a regular basis by the authorities of Faculty of Philology at Opole University, the internship coordinator or any other parties appointed for that purpose. authorities also reserve the right to change these guidelines if any unforeseen circumstances occur during the academic year.

Appendix 1

INTERNSHIP SCHEDULE OF WEEKLY DUTIES

Student's name and surname:	
Index number:	
Study Programme:	English Philology BA level Part time Faculty of Philology, University of Opole, Poland
Year of study: 3	Semester: 5
Place of the internship (name of the institution, address):	
Name and surname of the supervisor of the internship (years of experience)	
Number of hours covered/90
Dates of the internship	

Date	Hours	Student's duties (detailed description of tasks and duties realized by the intern)	Comments

Stamp of the company/institution

(Signature of the supervisor)

Appendix 2

INTERNSHIP EVALUATION FORM

Student's name and surname:	
Index number:	
Study Programme:	English Philology BA level (since 2020) part time Faculty of Philology, University of Opole, Poland
Year of study: 3	Semester: 5
Place of the internship (name of the institution, address):	
Name and surname of the supervisor of the internship (years of experience)	
Number of hours covered/90
Dates of the internship	

**INTERNSHIP SUPERVISOR'S
DETAILED OPINION ABOUT THE STUDENT¹**

<p>1. KNOWLEDGE: to what extent does the student know various aspects of the functioning of the institution in practice (including the structure, internal culture, management, the most important tasks, rights and obligations of employees, relations, the incentive system, basic safety rules) in the scope corresponding to the activities student-apprentice and his specialties (k_W09) (m-W-2)</p> <p>Ad. 1. On a scale 1-2-3: descriptive feedback:</p>
<p>2. WORK RELATED SKILLS: to what extent does the student perform activities and activities related to his position in the practice (e.g. participation in business meetings, analyzing information from various sources, fulfilling individual, group or team tasks, using ethically and responsibly tools of communication, managing documents, translation, processing information, using ICT tools, operating devices) (k_U07) (k_U08) (k_U09) (m-U-1) (m-U-2)</p> <p>Ad. 2. On a scale 1-2-3: descriptive feedback:</p>
<p>3. COMMUNICATION SKILLS: to what extent does the student use the English language during the internship in written and oral communication in the professional context (e.g. communication with clients, phone conversations, emails, text analysis, text writing, oral presentation) (k_U02) (k_U04) (k_U05)</p> <p>Ad. 3. On a scale 1-2-3: descriptive feedback:</p>

¹ **Descriptive feedback is requested** - supported with the scale 1-3, where 1 = to a small extent, 2=to some extent; 3=to a considerable extent, is required

4. *SOCIAL COMPETENCES*: to what extent does the student present social competences during the Internship (e.g. setting priorities, time management during the implementation of various tasks related to professional work, critical assessment and solving problems resulting from the implementation of professional tasks, improving their position on the media services market and in entrepreneurship, compliance with the procedures and standards of the institution) (k_K01) (k_K02)

Ad. 4. On a scale 1-2-3: descriptive feedback:

5. *PREDISPOSITIONS AND PERSONALITY FEATURES*: to what extent does the student support the achievements and prestige of the institution during the Internship, e.g. is responsible, conscious, ethical, creative, committed and active in participation in various forms of institutional life, accepts linguistic and cultural differences and recognizes them as natural professional conditions and exhibits predispositions and personality traits compatible with the assigned position) (m-K-1) (m-K-2)

Ad. 5. On a scale 1-2-3: descriptive feedback:

OTHER COMMENTS

Final grade use the scale – underline accordingly:
excellent (5,0); very good (4,5); good (4,0); satisfactory (3,5); sufficient (3,0); fail (2,0).

.....
(place)

.....
(legible signature of the supervisor)

.....
(stamp of the institution/company)

Appendix 3

Opole, date

Name, surname /Imię, nazwisko/:
student identification number /Numer albumu/: study
programme /kierunek/:
Module /Moduł wybieralny/:
Course of study /Tryb studiów/: part time/ niestacjonarne/

**INTERNSHIP CENTRE
Biuro Spraw Studentów w miejscu**

**Obligatory Professional Internship
Obowiązkowa Praktyka Zawodowa²**

I am asking for the opportunity to complete my 90 hour internship from..... to.....(dates).
Zwracam się z uprzejmą prośbą o możliwość zrealizowania praktyki zawodowej w ilości 90 godzin w terminie od... do...

Company/institution where the internship will take place:
Firma/instytucja, w której odbędzie się praktyka

Name / Nazwa

Address / Adres:

Supervisor/ Opiekun

Contact / Kontakt:

Please, give reasons for your request:

student's signature

OPINION of the Internship coordinator
OPINIA koordynatora praktyki na kierunku podpis studenta

Appendix 4

² The Internship Regulations of the UO say: § 4 point 5. Internships may take place during the period free from didactic classes or during the academic year - provided that they do not collide with the didactic classes /Regulamin Praktyk UO mówi: § 4 pkt 5. Praktyki mogą odbywać się w okresie wolnym od zajęć dydaktycznych lub w trakcie roku akademickiego - pod warunkiem, że nie kolidują z zajęciami dydaktycznymi/

At the Faculty of Philology in academic fields, the internship for part time studies is planned for implementation during semester 5. Completion of the internship takes place in semester 5 / Na Wydziale Filologicznym na kierunkach akademickich praktyki zawodowe na studiach niestacjonarnych przewidziane są do realizacji w trakcie trwania semestru 5. Zaliczenie praktyk odbywa się w semestrze 5.

Opole, date

Name, surname /Imię, nazwisko/:
student identification number /Numer albumu/: study
programme /kierunek/:
Module /Moduł wybieralny/:
Course of study /Tryb studiów/: part time/niestacjonarne/

INTERNSHIP CENTRE
Biuro Spraw Studentów w miejscu

Obligatory Professional Internship Obowiązkowa
Praktyka Zawodowa³

I am asking for the opportunity to complete my 90 hour internship **abroad**, from..... to.....(dates).
I confirm that the duties at the chosen company are compatible with the study programme's profile and ensure reaching the learning outcomes assigned to the Internship.

Zwracam się z uprzejmą prośbą o możliwość zrealizowania praktyki zawodowej w ilości 90 godzin **zagranicą** w terminie od... do....
Potwierdzam, że zadania i obowiązki podczas praktyki zagranicą są zgodne z programem studiów i pozwalają zrealizować efekty uczenia się przypisane praktyce zawodowej na kierunku.

Company/institution where the internship will take place:
Firma/instytucja, w której odbędzie się praktyka

Name / Nazwa

Address / Adres:

Supervisor/ Opiekun

Contact / Kontakt:

Please, give reasons for your request:

student's signature

OPINION of the Internship coordinator
OPINIA koordynatora praktyki na kierunku podpis studenta

³ The Internship Regulations of the UO say: § 4 point 5. Internships may take place during the period free from didactic classes or during the academic year - provided that they do not collide with the didactic classes /Regulamin Praktyk UO mówi: § 4 pkt 5. Praktyki mogą odbywać się w okresie wolnym od zajęć dydaktycznych lub w trakcie roku akademickiego - pod warunkiem, że nie kolidują z zajęciami dydaktycznymi/

At the Faculty of Philology in academic fields, the internship for part time studies is planned for implementation during semester 5. Completion of the internship takes place in semester 5 / Na Wydziale Filologicznym na kierunkach akademickich praktyki zawodowe na studiach niestacjonarnych przewidziane są do realizacji w trakcie trwania semestru 5. Zaliczenie praktyk odbywa się w semestrze 5.