

## INSTRUCTIONS ON INTERNSHIP

### English Philology Practical Profile

**Full time, BA studies,**  
didactic cycle since 2021

#### Definitions

- Student Affairs Office - 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 <https://praktyki.uni.opole.pl/regulamin-praktyk/>

#### 1. Introduction

Students of English Philology Practical Profile are obliged to participate in Internship. The Internship is organised in the **4<sup>th</sup> semester** (Internship 1 - 480hrs) and **5<sup>th</sup> semester** (Internship 2 - 480hrs) of the study programme, from October till January for at least **15 consecutive weeks**, four days a week (from Tuesday to Friday), for 8 hours a day (**32 hours per week/total of 480hours per whole Internship 1 and 2**). One hour is equal to 60 min. 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 (see Internship Regulations, para. 4, point 8 & 9). 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, point 1.5)

#### 2. Institutions offering Internship

The institutions/companies offering the Internship for students should provide opportunities for developing students' linguistic competences connected with the field of study and speciality. These institutions/companies may belong, among others, to the manufacturing or service sectors that require a good command of English as 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 <https://praktyki.uni.opole.pl/oferty-stazy-i-praktyk-studenckich/>

#### 3. Aims

Internship should enable students to practice and develop their oral and written communication skills in the Polish and English languages in a professional environment and in accordance with the principles of ethics. During the Internship students are required to develop their problem-solving skills, information gathering and information processing skills, as well as to submit information in both written and oral forms. Additionally, students should be encouraged to participate in cooperative tasks. The acquired skills should facilitate students' employment in companies and institutions where English is indispensable to the fulfillment of everyday duties.

#### 4. Student's duties

Before their Internship, a student is obliged to

- attend an information meeting organised by the Internship coordinator (if there is a necessity to organise it);
- obtain the *Internship Request Form* [Skierowanie na praktykę] at Student Affairs Office <https://praktyki.uni.opole.pl/dokumenty-do-pobrania-oswiadczenia-skierowania/>
- have the *Internship Request Form* filled in by a company/institution representative and submit it to Student Affairs Office;

- fill in, sign and submit *Student's Written Confirmation of Knowledge and Acceptance of the Internship Regulations and Organisation* [Oświadczeniu Studenta Uniwersytetu Opolskiego o zapoznaniu się z Regulaminem Praktyk oraz organizacji obowiązkowych praktyk studenckich] to Student Affairs Office;
- collect and deliver all the documents issued by Student Affairs Office to the employer or the Internship supervisor in the company or institution, as well as download and print the documents required for getting a credit for the Internship that is *Internship Evaluation Form*, and *Internship Schedule of Weekly Duties*;

During their Internship, a student is obliged to

- appear on the first day of Internship in a given place and time;
- be punctual and observe working hours indicated either by the employer or the Internship supervisor;
- work in the place appointed for 8 hours a day – as long as the employer does not decide otherwise (working hours should be 32 hours minimum per week);
- 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 company/institution;
- keep records connected with duties and responsibilities performed throughout the duration of the 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

- submit the above-mentioned documents, i.e. *Internship Schedule of Weekly Duties* (approved by the employer) and *Internship Evaluation Form*, to the Internship coordinator at UO by the end of the semester in which the Internship takes place, unless a different deadline for submission is assigned.. In justified cases, the submission of documents during the make-up session may be considered.

## 5. Duties of the in-company Internship supervisor

An institution/company offering the Internship for a student is obliged to sign an Internship Contract concerning the organisation of Internship, and submit it to Didactics and Student Affairs Office before Internship begins. In addition, an institution/company 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* and approves the *Internship Schedule of Weekly Duties*.

## 6. Credit conditions

A student seeking course credit should submit the *Internship Evaluation Form* wherein they should be given a positive assessment by an in-company Internship supervisor and a positive final grade, as well as provide a detailed description of their duties and responsibilities in *Internship Schedule of Weekly Duties* (including dates, timing and specification of duties). Internship is credited by the Internship coordinator at UO by the end of the 4<sup>th</sup> semester and 5<sup>th</sup> semester of the studies (course credit with a grade).

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



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Appendix 1

INTERNSHIP SCHEDULE OF WEEKLY DUTIES  
English Philology – PRACTICAL PROFILE BA studies

1. Student's full name:
2. Year of studies, semester:
3. Dates of the Internship: from ..... to ..... :
4. Full name of the institution/company
5. Full name of the supervisor in the institution/company:
6. In-company position of the supervisor
7. Total number of hours:

Date	Number of hours covered	Specification of duties and responsibilities	Comments

.....  
(Institution's/company's seal)

.....  
(Supervisor's signature)



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Appendix 2

INTERNSHIP EVALUATION FORM  
English Philology – PRACTICAL PROFILE, BA studies

1. Student's full name:	
2. Year of studies, semester:	
3. Dates of the Internship: from ..... to ..... :	
4. Full name of the institution/company	
5. Full name of the supervisor in the institution/company and their position:	
6. Supervisor's work experience, education level ( <i>optional</i> ):	
7. Total hours of internship:	
<b>DETAILED OPINION ABOUT THE STUDENT<sup>1</sup></b>	
<i>Description of learning outcomes</i>	<i>Descriptive feedback</i>
<b>KNOWLEDGE</b>	
To what extent demonstrates the ordered knowledge of selected concepts in economy, project management, change management, international commerce, commercial law, internationalisation processes, logistics and supply chain management, or relations in business, among other aspects of business theory (m-W-1)	On a scale 1-2-3
To what extent demonstrates the basic knowledge of selected IT tools and IT systems in business (m-W-2, k_Wo3, P6S_WG)	On a scale 1-2-3
To what extent demonstrates the basic knowledge of business, legal, social, economic, or political institutions and their role in business world (m-W-3)	On a scale 1-2-3
<b>WORK RELATED SKILLS</b>	
To what extent can search for, analyze, select and use information on business topics utilizing various sources and draw valid conclusions (m-U-1)	On a scale 1-2-3
To what extent can utilise IT resources to conduct business tasks (m-U-2)	On a scale 1-2-3
To what extent can solve problems related to business (m-U-3)	On a scale 1-2-3
To what extent can build valuable relations in the business context with the use of verbal and non-verbal means of communication (m-U-5)	On a scale 1-2-3

<sup>1</sup> Descriptive feedback supported with the scale 1-3, where 1 = to a small extent, 2=to some extent; 3=to a considerable extent, is required

<i>COMMUNICATION SKILLS</i>	
To what extent can use the English language at C1 level in writing and speaking with relative fluency, accuracy and communication efficiency in a wide range of business topics (m-U-4, k_Uo6, P6S_UK)	On a scale 1-2-3
<i>SOCIAL COMPETENCES</i>	
To what extent can prioritise implementation of goals and tasks designated by others (m-K-1, k_Ko1, P6S_KK)	On a scale 1-2-3
To what extent can assume various professional roles in the context of business and comply with the rules of professional ethics (m-K-4)	On a scale 1-2-3
<i>PREDISPOSITIONS AND PERSONALITY FEATURES</i>	
To what extent can shape their own views on business theories and practices on the basis of gained general and detailed knowledge (m-K-2)	On a scale 1-2-3
To what extent can think and act in an enterprising way (m-K-3)	On a scale 1-2-3
<i>OTHER COMMENTS</i>	
<p><b>Final grade</b> use the scale – underline accordingly:</p> <p>excellent (5,0); very good (4,5); good (4,0);; satisfactory (3,5); sufficient (3,0); fail (2,0).</p>	

(place)

(legible signature of the supervisor)

(seal of the institution/company)

