

Regulations and Programme of Student Internships.

With reference to the organization and programme of uninterrupted, vocational, field-specific practice for first grade students of the Faculty of Mathematics and Computer Science.

I. General regulations

1. The internships are compulsory for BA students in accordance with sections : 66, 166 article 2 and 3, and 189 article 2 point 2, of ACT of 27 July 2005 Law on Higher Education. They are therefore obligatory and are an integral element of studies and the educational process.
2. Student internships are based on the Agreement (appendix no. 2) between the University of Lodz and the Unit where the student is admitted, and the Referral issued by Internship Academic Tutor (appendix no. 4).
3. The student who starts the internship must be insured.
4. The university does not cover any costs associated with the internship.
5. The internship is unpaid. However, a student can receive a salary in case the company signs a contract (a civil law contract) with a student for the period of the internship or longer.
6. The internship can take place in Poland or abroad.
7. **The internship lasts at least 4 consecutive weeks (minimum 20 working days) during which the student is obliged to work at least 120 hours. The internship cannot interfere with the student's academic schedule, the dates of credits and examinations.** The internship is therefore held during the holiday period (for full-time students).
8. The internship can be done after the first, second or third year of studies. However, it should be completed by the end of the 6th semester.

II. Student internship objectives

1. Acquainting students with practical aspects of work and activity in a given company:
 - a. becoming familiar with the specific character of work in various positions and industries,
 - b. becoming familiar with the level of computerization at the company,
 - c. becoming familiar with the structure and functioning of the company,
 - d. extending academic knowledge as regards different sectors of industry.
2. Expanding knowledge beyond the academic coursework :
 - a. creating the ability to use theoretical knowledge in work-related practice,
 - b. gaining practical knowledge in the field of computer science.
3. Recognizing the student's own abilities on the labour market:
 - a. establishing employment contacts for future use,
 - b. improving necessary skills, such as : analytical, organizational, team-work, contact- making, conducting negotiations, etc, which can be used in the future job,
 - c. preparing students to perform delegated responsibilities in an independent way
 - d. creating favourable conditions for students' professional development on the labour market.

III. Student learning outcomes of the internship

After finishing the internship a student :

1. Is aware of the rules of work, following the health and safety procedures.
2. Has the ability to work in a team and follows the orders of the superiors.
3. Can establish employment contacts.
4. Has the ability to work according to a schedule.
5. Applies the acquired knowledge within the area of Information Technology.

6. Is able to solve problems using different methods and sources; searches information and selects it, depending on its suitability to solve a problem.
7. Can divide a task into different stages (problem solving).
8. Is able to use the software of a given company to carry out tasks.

IV. Responsibilities and activities of students

Prior to the internship the student should:

1. Become familiar with the internship regulations.
2. Fill in the referral (the first part of appendix no. 4) obtained from Internship Academic Tutor and deliver it to a company; fill in the referral (the second part of appendix no. 4) and deliver it to Internship Academic Tutor.
3. Fill in 2 copies of the Agreement (appendix no. 2); on behalf of the Faculty of Mathematics and Computer Science the agreement is signed by Vice-Dean for Education, on behalf of the company the Agreement is signed by an authorized employee. One completed copy of the Agreement should be delivered to the Dean's Office, the other one – to the company.
4. Take the Internship Journal from the Dean's Office.

During the internship the student should:

1. Complete the internship according to the above regulations and internship schedule.
2. Comply with the regulations in force at the place of an internship.
3. Be present at the place and time appointed by the Internship Company Tutor and fulfil the delegated responsibilities.
4. Complete the Internship Journal in accordance with the performed activities (including the "opinion" page).
5. Give the Verification of Student Learning Outcomes Form to the Internship Company Tutor, (appendix B).
6. Inform the Internship Academic Tutor immediately, in case of any difficulties.
7. Make a record of sick leave causing absence at an internship, in the Internship Journal. The absence cannot cause the reduction of the number of working hours to less than the required minimum (120 hours).

After the Internship the student should:

1. Prepare the Internship Student Report from the internship (appendix A) and attach it to the Internship Journal.
2. Deliver : the Internship Journal, the Internship Student Report (appendix A) and the Verification of Student Learning Outcomes Form completed during the internship (appendix B) to the Internship Academic Tutor (**no later than by 30th October** of a given academic year).

V. The responsibilities and activities of the Internship Company Tutor

1. Familiarizing the student with work regulations.
2. Delegating responsibilities to the student according to the specific character of the work, the company needs and the student's skills, interests and character of their studies.
3. Supervising the student's activities in accordance with the regulations and the established internship schedule.
4. Confirming the student's activities on each page of the Internship Journal.
5. Completing the Verification of Student Learning Outcomes Form obtained by the student during the internship (appendix B).

VI. Crediting the internship

1. Crediting the internship (according to the scale of grades based on the regulations of studies) is awarded by the Internship Academic Tutor on the basis of:
 - a. the completed Internship Journal,
 - b. the completed Student Internship Report (appendix A),
 - c. the delivered Verification of Student Learning Outcomes Form, received by a student during the internship (appendix B),
 - d. possible lesson observation results,
 - e. conversations with the student regarding internship performance,
 - f. evaluation of student's performance in the light of the above internship regulations.
2. Crediting the internship is awarded with 4 ECTS points.
3. Crediting the internship is a necessary condition to receive a diploma/crediting the 6th semester of studies.
4. The student's absence at an internship resulting in the failure to perform the minimum 120 hours, may cause the necessity to repeat the internship.

VII. Final remarks

The student faces all the consequences, should he not comply with the Internship Regulations.