

since January 2024
INSTRUCTIONS ON INTERNSHIP
English in Public Communication,
Full time BA Programme,
academic profile

Definitions

- Didactics and Student Affairs Office <http://bdss.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 and ZR 61/2023 - available on the website <https://praktyki.uni.opole.pl/regulamin-praktyk/>

1. Time of the Internship

Students of English in Public Communication attending regular (full time) courses at Opole University are obliged to participate in internship lasting 90 hours in total after semester 4. The internship is organised from June till September for at least three consecutive weeks, five days a week (from Monday to Friday), for a minimum of six hours (1h = 60min) a day. 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 a consent of the Internship coordinator (Appendix 3)

Internship may also be covered on the basis of a legal employment contract and/or other civil law contract, including volunteering (see the Internship Regulations, Annex No. 1 ZR 61 2023, paragraph 4), provided that the company/institution performs basic functions described in point 2, and professional tasks performed by the student allow them to reach learning outcomes assigned to the internship of the study programme). At the beginning of the semester 5, the student submits the application to the internship coordinator to accept current professional work/volunteering on behalf of the Internship (Appendix 5), together with a confirmation from the employer that the internship learning outcomes are covered by the tasks performed during professional work/ volunteering (Appendix 6).

2. Institutions offering internship

The institutions/companies offering the internship for students should operate in an international environment, which provides opportunities for developing students' linguistic and communication competences. These institutions/companies may belong to all sectors that require a good command of a foreign language and communication skills.

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 Didactics and Student Affairs Office www.bdss.uni.opole.pl the folder [Obszar Praktyk Studenckich "Oferty staży i praktyk studenckich"](#) [Student Internship Area "Offers of student internships"]

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 a consent of the Internship coordinator (Appendix 4)

3. *Internship aims*

Internship should enable students to use their knowledge of conventions in public communication and 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 mass media, tourist industry, publishing, education and service sectors which require a good level of language, communicative competence and awareness of culture differences.

4. *Student's duties and procedures*

Before their internship

- The student attends an information meeting organised by the internship coordinator (if there is a necessity to organise it);
- The student collects Internship referral from Didactics and Student Affairs Office www.bdss.uni.opole.pl Obszar Praktyk Studenckich „Dokumenty do pobrania (oświadczenia, skierowania)”[Student Internship Area "Documents to download (statements, referrals)"]. Documents are available from December 1 to April 30 of the given academic year in which the internship is planned (except for fields with a practical profile),
- The student completes the downloaded referral and confirms it at the institution/facility accepting the student for internship,
- The student delivers the completed referral and a declaration of consenting with the Regulations on the organization of internships at the University of Opole in person or electronically,
- For internships carried out during the summer period (July-September), the deadline for returning referrals is April 30.
- For internships carried out outside the holiday period - the deadline for returning referrals is no later than one month before the planned start of the internship (also applies to fields with a practical profile).
- On planning the Internship abroad, the student is obliged to ask for a written consent from the Internship coordinator (Appendix 4)
- Before starting the internship, the BDiSS employee, based on the submitted referral, prepares and sends two copies of the internship contract along with instructions to the institution/facility. The student is obliged to download the sample Internship Schedule of Weekly Duties and Internship Evaluation Form available on the BDiSS website and deliver them to the facility/institution.
- Before starting the internship, the representative of the institution/facility signs the contract and sends one signed copy of the contract to BDiSS

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;
- work in the place appointed for at least six hours a day – as long as the employer does not decide otherwise (working hours should be 30 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 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 finalising 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 of the semester 5.
- discuss with the Internship coordinator the details regarding the Internship – if necessary, 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.

Internship may also be covered on the basis of a legal employment contract and/or other civil law contract, including volunteering (see the Internship Regulations, Annex No. 1 ZR 61 2023, paragraph 4), provided that the company/institution matches the description in point 2 and professional tasks performed by the student allow them to realize learning outcomes assigned to the internship of the study programme. At the beginning of the semester 5, the student submits an application to the internship coordinator to accept current professional work/volunteering on behalf of the Internship (Appendix 5) together with a confirmation from the employer that the internship learning outcomes are covered by the tasks performed during professional work/ volunteering (Appendix 6).

If the learning outcomes achieved by the student only partially (e.g. the student achieves 3 out of 5 learning outcomes for a given internship), the coordinator directs the student to repeat the internship.

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 the University of Opole, 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 DUTIES¹

Student's name and surname:	
Index number:	
Study Programme:	English in Public Communication 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)

¹ Filled in by the student; confirmed by the Internship supervisor

Appendix 2

INTERNSHIP EVALUATION FORM²

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

DETAILED OPINION ABOUT THE STUDENT³

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_Wo8) (m-W-2)
Ad. 1. On a scale 1-2-3: descriptive feedback:
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, including specialized information and communication technologies aimed at exerting influence, purposefully using the company's Internet resources, keeping documentation, conducting conversations with clients, operating devices) (k_Uo7, k_Uo8, k_U10) (mU-1)
Ad. 2. On a scale 1-2-3: descriptive feedback:
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. creating public texts for the media or business, linguistic support in institutions and enterprises, contact with employees, clients, partners in English; phone calls, e-mails, meetings, presentations) (k_Uo5) (mU-2)
Ad. 3. On a scale 1-2-3: descriptive feedback:
4. SOCIAL COMPETENCES: to what extent does the student presented 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_Ko1, k_Ko2, k_Ko6) (mK-1, mK-2)
Ad. 4. On a scale 1-2-3: descriptive feedback:

² Filled in by the Internship supervisor³ **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

5. <i>PREDISPOSITIONS AND PERSONALITY FEATURES</i> : 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 (k_Ko3) (k_Ko4) (k_Ko5) (mK-1) mK-2)
Ad. 5. On a scale 1-2-3: descriptive feedback:
<i>OTHER COMMENTS</i>
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)

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

Appendix 3

Opole, date

Name, surname [Imię, nazwisko]:
student identification number [Numer albumu]:
study programme [kierunek]: **English in Public Communication**
Module [Moduł wybieralny]:
Course of study [Tryb studiów]: full time [stacjonarne]

INTERNSHIP CENTRE
Biuro Dydaktyki i Spraw Studentów
w miejscu

Obligatory Professional Internship – realised at another time
Obowiązkowa Praktyka Zawodowa – realizacja w innym terminie⁴

I am asking for the consent to complete my 90 hour internship from..... to.....(dates).
Zwracam się z uprzejmą prośbą o wyrażenie zgody na zrealizowanie 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]:

Reasons for the request:

student's signature [podpis studenta]

Decision of the internship coordinator	
I give consent [wyrażam zgodę]	I do not give consent [nie wyrażam zgody]
..... Date and signature of the Internship coordinator Date and signature of the Internship coordinator

⁴ 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, internships are planned for implementation after the didactic classes are complete at the end of the semester 4 - in the period from June to September. Completion of internships takes place in semester 5. [Na Wydziale Filologicznym na kierunkach akademickich praktyki zawodowe przewidziane są do realizacji po zakończeniu nauczania w semestrze 4 – w okresie od czerwca do września. Zaliczenie praktyk odbywa się w semestrze 5.]

*) delete unnecessary

Appendix 4

Opole, date

Name, surname [Imię, nazwisko]:
student identification number [Numer albumu]:
study programme [kierunek]: **English in Public Communication**
Module [Moduł wybieralny]:
Course of study [Tryb studiów]: full time [stacjonarne]

INTERNSHIP CENTRE
Biuro Dydaktyki i Spraw Studentów
w miejscu

Obligatory Professional Internship – realised abroad
Obowiązkowa Praktyka Zawodowa – realizacja zagranicą⁵

I am asking for the consent 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 zgodę na realizowanie praktyki zawodowej **zagranicą** w ilości 90 godzin 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]:

Reasons for the request:

student's signature [podpis studenta]

Decision of the internship coordinator	
I give consent [wyrażam zgodę]	I do not give consent [nie wyrażam zgody]
..... Date and signature of the Internship coordinator Date and signature of the Internship coordinator

⁵ 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, internships are planned for implementation after the didactic classes are complete at the end of the semester 4 - in the period from June to September. Completion of internships takes place in semester 5. [Na Wydziale Filologicznym na kierunkach akademickich praktyki zawodowe przewidziane są do realizacji po zakończeniu nauczania w semestrze 4 – w okresie od czerwca do września. Zaliczenie praktyk odbywa się w semestrze 5.]

*) delete unnecessary

Appendix 5

Opole, date

Name, surname [Imię, nazwisko]:
student identification number [Numer albumu]:
study programme [kierunek] **English in Public Communication**
Module [Moduł wybieralny]:
Course of study [Tryb studiów]: full time [stacjonarne]

INTERNSHIP COORDINATOR
Koordynator praktyk zawodowych na kierunku
w miejscu

**APPLICATION to cover Obligatory Professional Internship
on the basis of a legal employment contract / other civil law contract / volunteering***

I am asking for the consent to cover my 90 hour Internship in semester 5 on the basis of a legal employment contract / other civil law contract / volunteering*. I attach the confirmation of my employer/supervisor that my professional tasks performed at that company/institution* allow me to realize learning outcomes assigned to the Internship of the study programme.

student's signature [podpis studenta]

Decision of the internship coordinator	
I give consent [wyrażam zgodę]	I do not give consent [nie wyrażam zgody]
..... Date and signature of the Internship coordinator Date and signature of the Internship coordinator

*) delete unnecessary

Appendix 6

CERTIFICATE OF PROFESSIONAL WORK/VOLUNTEERING⁶

Student's name and surname:	
Index number:	
Study Programme:	English in Public Communication Faculty of Philology, University of Opole, Poland
Year of study: 3	Semester: 5
Place of the employment/volunteering (name of the institution, address):	
Name and surname of the employer/supervisor (position at the company/years of experience)	
Period of employment/volunteering	
Number of working hours per week:	

**CONFIRMATION THAT
LEARNING OUTCOMES ASSIGNED TO THE INTERNSHIP OF THE STUDY PROGRAMME
ARE REACHED BY PROFESSIONAL TASKS PERFORMED BY THE STUDENT⁷**

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_Wo8) (m-W-2)

Ad. 1. On a scale 1-2-3: which professional tasks/activities of the student reach this learning outcome:

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, including specialized information and communication technologies aimed at exerting influence, purposefully using the company's Internet resources, keeping documentation, conducting conversations with clients, operating devices) (k_U07, k_U08, k_U10) (mU-1)

Ad. 2. On a scale 1-2-3: which professional tasks/activities of the student reach this learning outcome:

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. creating public texts for the media or business, linguistic support in institutions and enterprises, contact with employees, clients, partners in English; phone calls, e-mails, meetings, presentations) (k_U05) (mU-2)

Ad. 3. On a scale 1-2-3: which professional tasks/activities of the student reach this learning outcome:

⁶ Filled in by the employer/ supervisor

⁷ **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

*) delete unnecessary

4. **SOCIAL COMPETENCES:** to what extent does the student presented 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_Ko1, k_Ko2, k_Ko6) (mK-1, mK-2)

Ad. 4. On a scale 1-2-3: which professional tasks/activities of the student reach this learning outcome:

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 (k_Ko3) (k_Ko4) (k_Ko5) (mK-1) mK-2)

Ad. 5. On a scale 1-2-3: which professional tasks/activities of the student reach this learning outcome:

OTHER COMMENTS

.....
(place)

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

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

To be completed by the Internship coordinator at the university

NOTES:⁸

90-hour Internship passed/ failed*

based on the convergence of learning outcomes assigned to the Internship of the study programme of English in Public Communication BA level – academic profile with the professional tasks and activities performed by the student as part of their professional work/volunteering*

Final grade – underline accordingly:

excellent (5,0); very good (4,5); good (4,0); satisfactory (3,5); sufficient (3,0); fail (2,0).

.....
(coordinator's signature)

The final grade is estimated based on **the degree of the convergence** of the learning outcomes and the tasks performed as expressed on a scale 1-3, where 1 = to a sufficient extent, 2 = to a good extent; 3 = indicated to a very good extent by the employer or volunteer supervisor and a **list of tasks/activities** that achieve a given outcome

⁸ To be completed by the Internship coordinator at the university

*) delete unnecessary