



Faculty of Management, University of Warsaw

Syllabus

Course name	Internship
Organizational Unit (Chair / Department)	
Field of studies	Finance, Accounting and Insurance; Financial Management and Accounting
Level of education	1st cycle (3-year Bachelor level) studies
Year / semester	3rd year; Winter (=Fall) semester
Form / type of classes – number of hours	Internship - 60h
Number of ECTS points	2 ECTS
Academic teacher	-
Course description – in bullet points (1000 -1600 characters)	<p>The aim of the internship is to:</p> <ul style="list-style-type: none"> • broaden the knowledge acquired during the studies and develop the ability to use it, • acquaint the student with the specifics of the professional environment, • build specific professional skills directly related to the place where the internship is done, • develop effective communication skills in an organization, • get to know the functioning of the organizational structure, principles of work organization and division of competences, procedures, work planning process, control, • improve the ability to organize one's self-work, teamwork, effective time management, conscientiousness, responsibility for assigned tasks, • improve foreign language skills in professional situations.
Teaching / didactic methods	-
Grading methods and criteria	<ol style="list-style-type: none"> 1. Passing the internship (subject to grading) is concluded by the Internship Coordinator on the basis of documents listed in the Resolution No. 2/3/2022 of the Teaching Council of the Faculty of Management at the University of Warsaw dated March 2, 2022 [<i>Uchwała nr 2/3/2022 Rady Dydaktycznej Wydziału Zarządzania Uniwersytetu Warszawskiego z dnia 02.03.2022</i>] submitted by the student. 2. The student is required to achieve 7 out of the learning outcomes listed below (60%) at least to a sufficient extent. 3. The verification of learning outcomes is carried out by the Internship Coordinator on the basis of a report on the course of the internship and the list of duties performed during the internship submitted by the student. <p>Grading scale:</p> <ul style="list-style-type: none"> • 60% - 65% - 3 (=Satisfactory; E)

	<ul style="list-style-type: none"> • 66% - 71% - 3,5 (=Better than satisfactory; D) • 72% - 78% - 4 (=Good; C) • 79% - 84% - 4,5 (=Better than good; B) • 85% - 95% - 5 (=Very good; A) • >= 96% - 5! (=Excellent; A+)
Learning outcomes	<p>The graduate:</p> <p>K_W02 Understands rules, procedures and practices concerning financial activities of the organization in which the internship takes place.</p> <p>K_W04 Understands legal regulations concerning the functioning of the organization in which the internship takes place.</p> <p>K_W05 Understands technological, social, political, legal, economic and environmental processes and phenomena, as well as their impact on financial decisions in the organization where the internship takes place, including the principles of industrial property protection and copyright law.</p> <p>K_U01 Can use the discipline theory of management and quality sciences and complementary sciences (economics and finance, legal sciences) to identify, diagnose and solve problems related to financial decisions in the organization where the internship takes place.</p> <p>K_U02 Can correctly interpret technological, social, political, legal, economic, ecological processes and phenomena, as well as their impact on financial decisions in the organization where the internship takes place.</p> <p>K_U03 Is able to independently, and as a team member, prepare analyses, diagnoses, and reports related to financial management, and present them communicatively, also in English – using IT and communication tools.</p> <p>K_U04 Can use a foreign language at B2 level of the Common European Framework of Reference for Languages (CEFR).</p> <p>K_U05 Can plan and organize their own work and teamwork.</p> <p>K_U06 Has the ability to self-educate and improve acquired qualifications.</p> <p>K_K01 Is ready to evaluate and critically approach situations and phenomena related to financial management in the organization where the internship takes place.</p> <p>K_K02 Is ready to think and act in an entrepreneurial way.</p> <p>K_K03 Is ready to follow professional ethical standards.</p>
<p>Literature</p> <p>Fundamental book item (one – book / textbook)</p> <p>Complementary items (articles allowed, one item in a foreign language)</p>	-