



## Bachelor Degree Programme in International Business – Internship Guidelines

### General Objective

The purpose of the internship or experiential learning experience is to enable **International Business** students to gain valuable work experience within the international business environment. This experience is designed to complement the course work taken so that your business education experience is enhanced. Experiential learning is an educational plan that integrates classroom study with practical work experience. It is intended to contribute meaningfully to your over-all preparation by providing an opportunity for the practical application of skills and concepts learned in classes.

The Internship should offer the student the opportunity to:

- Get practical experience within the international business environment.
- Gain a more complete understanding of various international business issues.
- Develop the ability to analyze and propose solutions to international business problems.
- More fully understand the activities and functions of international business professionals.
- Develop the student's capacity and competence for work in multicultural environment.
- Develop a greater understanding about career options in international business.
- Help with more clearly defining personal career goals.

The internship is obligatory. It is not possible to obtain exemption from the internship unless student takes part in similar activities conducted and organized by the University lecturers such as international projects or the Intensive Programme (IP)

### Timing and duration

The internship is to take place after the completion of the second year of studies, preferably after finishing the fifth semester of studies.

The internship is designed to take 1 month (4 weeks) - that is the minimum number of on-the job hours is 25 a week which makes a total of 100 hours. The number of ECTS points to be obtained from the internship is **4**.

### Internship requirements

The internship should take place in a company or institution engaged in international activities. These may be small- and medium-sized enterprises, large enterprises, trans- or multinational companies, chambers (e.g. Chamber of Commerce), foreign representations (embassies, consulates), international organizations, as well as research institutes, non-governmental organizations, local administration offices, governmental institutions etc., if involved internationally. The internship can also take place at the University of Economics in Katowice, with regards to "similar activities" as described earlier. The internship should lead to the accomplishment of educational effects as designed in the International Business study programme.

It is recommended that the agreement of cooperation between the company and University of Economics in Katowice is submitted in 2 original copies (already signed and stamped by the given company where the student will be fulfilling the internship requirements) **no later than 2 weeks before the start of the internship**.

The internship can be done at any place of residence, outside of Poland, as well. Such internships can be arranged as stated above, but other possibilities (e.g. through AIESEC or the Erasmus internship program) are also acceptable. The same requirements and regulations are in effect for internships outside of Poland, although the formal requirements may be adapted to the legal and cultural environment of the host country to the degree necessary.

The company or institution where the internship is to be achieved **must be approved by the Thesis Supervisor in advance**, before the agreement of cooperation is signed.

### **The role of the company/institution**

The institution must provide the following for the student:

- An internship supervisor
- Concrete tasks to be achieved which fit into the student's field of studies
- All the means necessary for the student to achieve the tasks
- Professional and work guidance
- Feedback on the work performed by the student and the quality of the work achieved

At the end of the internship, the internship supervisor certifies the completion of the internship by filling in and signing a **Certificate of Internship Completion** and evaluates the student's performance based on a given set of criteria to be provided by the University.

### **Documentation**

The internship documentation required for the **Assessment of the Internship Completion** includes: **Internship Completion Form** with the **Certificate of Internship Completion** (*included or separate*) and **Internship Report**.

The **Internship Completion Form** includes the **Internship Plan** which contains mainly the set of tasks to be accomplished in the course of the internship. Those tasks should be designed in cooperation with the bachelor thesis supervisor and the internship supervisor. The internship plan has to be accepted by the bachelor thesis supervisor. It is advisable that the tasks to be accomplished are combined with the subject area of the bachelor thesis and allow, at least to an extent, for the preparation of its empirical part.

The **Certificate of Internship Completion** may be a separate document issued by the company/institution giving report of the tasks accomplished by the student and an opinion about his performance, in particular the skills and competencies developed. If the student takes part in similar activities in lieu of the internship, a document signed by the activity organiser should be provided.

**The Internship Report** should contain:

**Company Description.** A brief description (1 page) of the company or institution for which the student was working. This should include the nature of the products and services offered or activities conducted with special focus on the firm's international activity scale and scope. In case of taking part in similar activities in lieu of the internship the student is obliged to submit a the project description, its time period, scope, the project manager etc.

**Job Description.** The job description (1,5-2 pages) should give detailed account of the tasks performed, including: the job characteristic and place of employment, a record of activities conducted, the scope of duties and responsibility, the skills and qualifications required and developed, a description of job relationships regarding the intercultural aspects.

The Internship Report should be signed by the student **and the internship supervisor**

### **Additional information**

For specific questions regarding the internship and the required documents, please contact

### **Careers Center**

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