

# 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.

## 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 30 a week which makes a total of 120 hours.

## Internship requirements

The internship should take place in an 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 should lead to the accomplishment of educational effects as designed in the International Business study programme.

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 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