

## Subject card

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                          |                                         |                                     |         |                                                                          |     |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------|-------------------------------------|---------|--------------------------------------------------------------------------|-----|
| Subject name and code                       | Traineeship, PG_00133418                                                                                                                                                                                                                                                                                                                                                                                                 |                                                          |                                         |                                     |         |                                                                          |     |
| Field of study                              | Information Science and Econometrics                                                                                                                                                                                                                                                                                                                                                                                     |                                                          |                                         |                                     |         |                                                                          |     |
| Date of commencement of studies             | October 2024                                                                                                                                                                                                                                                                                                                                                                                                             |                                                          | Academic year of realisation of subject |                                     |         | 2025/2026                                                                |     |
| Education level                             | postgraduate studies                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          | Subject group                           |                                     |         | Obligatory subject group in the field of study<br>Optional subject group |     |
| Mode of study                               | part-time studies                                                                                                                                                                                                                                                                                                                                                                                                        |                                                          | Mode of delivery                        |                                     |         | at the university                                                        |     |
| Year of study                               | 2                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                          | Language of instruction                 |                                     |         | Polish                                                                   |     |
| Semester of study                           | 3                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                          | ECTS credits                            |                                     |         | 3.0                                                                      |     |
| Learning profile                            | academic                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                          | Assessment form                         |                                     |         |                                                                          |     |
| Conducting unit                             | Katedra Informatyki Ekonomicznej -> Faculty of Management                                                                                                                                                                                                                                                                                                                                                                |                                                          |                                         |                                     |         |                                                                          |     |
| Name and surname of lecturer (lecturers)    | Subject supervisor                                                                                                                                                                                                                                                                                                                                                                                                       |                                                          | dr Jacek Maślankowski                   |                                     |         |                                                                          |     |
|                                             | Teachers                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                          |                                         |                                     |         |                                                                          |     |
| Lesson types                                | Lesson type                                                                                                                                                                                                                                                                                                                                                                                                              | Lecture                                                  | Tutorial                                | Laboratory                          | Project | Seminar                                                                  | SUM |
|                                             | Number of study hours                                                                                                                                                                                                                                                                                                                                                                                                    | 0.0                                                      | 160.0                                   | 0.0                                 | 0.0     | 0.0                                                                      | 160 |
|                                             | E-learning hours included: 0.0                                                                                                                                                                                                                                                                                                                                                                                           |                                                          |                                         |                                     |         |                                                                          |     |
| Learning activity and number of study hours | Learning activity                                                                                                                                                                                                                                                                                                                                                                                                        | Participation in didactic classes included in study plan |                                         | Participation in consultation hours |         | Self-study                                                               | SUM |
|                                             | Number of study hours                                                                                                                                                                                                                                                                                                                                                                                                    | 160                                                      |                                         | 0.0                                 |         | 0.0                                                                      | 160 |
| Subject objectives                          | The purpose of the internship is for the Student to gain professional experience in line with the field of study. Internships in this scope may be carried out in particular in: economic entities, public institutions, scientific and research institutions, educational institutions, cultural institutions, or as part of activities organized by universities that allow for achieving the goals of the internship. |                                                          |                                         |                                     |         |                                                                          |     |

| Learning outcomes | Course outcome                                                                                                                                                                                                                                                                                                                                                                                   | Subject outcome                                                                                                             | Method of verification                             |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
|                   | [liEMU2_K05] The student can think and act in an entrepreneurial manner and flexibly adapt to changing environmental conditions. Thinks creatively and can go beyond the usual patterns.                                                                                                                                                                                                         | Is able to adapt to changes in the organization or job position.                                                            | [SK7] entries and opinions in the internship diary |
|                   | [liEMU2_W02] The student has an in-depth knowledge of economic structures and institutions, the processes taking place in them, the connections between them and their dynamics, and has an in-depth knowledge of the phenomena and processes taking place in their environment.                                                                                                                 | Knows the process approach and is able to reflect it in the structure of the organization in which he/she is interning.     | [SW2] presentation/project/paper/report            |
|                   | [liEMU2_U03] The student is able to identify, to an in-depth degree, the institutional-legal and social constraints on the functioning of economic structures and institutions and reflect them in modeling, forecasting and optimization.                                                                                                                                                       | Is able to identify constraints related to the implementation of appropriate tasks.                                         | [SU7] entries and opinions in the internship diary |
|                   | [liEMU2_K06] The student knows the need for ethical, sustainable and socially responsible behavior in professional and social life. Initiates and organises activities for the social environment and public interest.                                                                                                                                                                           | Is able to adapt to generally accepted social norms in everyday work as part of a student internship.                       | [SK7] entries and opinions in the internship diary |
|                   | [liEMU2_W03] The student has an in-depth knowledge of man as a subject who creates economic structures and institutions.                                                                                                                                                                                                                                                                         | Depending on the nature of the professional practice, the Student has the opportunity to improve his or her IT competences. | [SW2] presentation/project/paper/report            |
|                   | [liEMU2_U02] The student is able to proficiently acquire detailed information about economic processes and phenomena through direct observation, planned experimentation or database queries, as well as collect and process it using modern information technology tools.                                                                                                                       | Ability to work in an IT team, through practical implementation of tasks assigned by the Internship Supervisor.             | [SU7] entries and opinions in the internship diary |
|                   | [liEMU2_K04] The student can work in a team, co-create it, effectively manage and supervise it; efficiently adapts his behavior and conduct to his role in it; is ready to take responsibility for the team and bear the consequences; understands the necessity of systematicity and consistency in action; is open to other team members and critical of himself.                              | Completes tasks by collaborating in a team or implementing projects as part of task forces.                                 | [SK7] entries and opinions in the internship diary |
|                   | [liEMU2_U08] The student can analyse business needs and, as appropriate, configure and apply modern information and communication technologies in business management and business communication.                                                                                                                                                                                                | Is able to properly use IT tools.                                                                                           | [SU7] entries and opinions in the internship diary |
|                   | [liEMU2_W07] The student has an extended and established knowledge of ethical norms applicable to business, good practices for its conduct and legal regulations for the protection of intellectual property. The student has an extended knowledge of the risks and responsibilities associated with the computerization of business processes. The student knows the principles of netiquette. | Knows the applicable ethical standards and legal aspects of the functioning of enterprises.                                 | [SW2] presentation/project/paper/report            |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Subject contents                | <p>Detailed guidelines regarding the content of the implemented professional practice are described in the Rules of Practice at WZR UG.FRAMEWORK PROGRAM OF STUDENT INTERNSHIP AT THE FACULTY OF MANAGEMENT AT THE UNIVERSITY OF GDAŃSK / Field of study: Computer science and econometrics:a) familiarization of the student with the subject of the enterprise's activity, organizational structure, documentation of typical economic events with particular emphasis on its IT system and work carried out in departments related to forecasting and data analysis,b) familiarization with the tools and IT systems used in the enterprise, their operation, service and security,c) student participation in the creation of IT projects, implementation and analysis of the enterprise's IT system, creation of programs using modern visual techniques and effective management of the software development process,d) familiarization with the functions performed by database systems, their language, structure and properties, design and administration of databases,e) familiarization with the local computer network, including access methods, network work and its security,f) familiarization with the practical design and implementation of statistical research; calculation and interpretation of research results for statistical populations, practical use of appropriate quantitative analysis methods,g) familiarization with practical aspects of building, creating and verifying applied econometric models,h) familiarization with practical aspects of using quantitative methods in assessing the activities of economic entities, public sector institutions and the environment, as well as using quantitative methods in making economic decisions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |
| Prerequisites and co-requisites | <p>All students of the Faculty of Management at the University of Gdańsk, who are sent to compulsory internships, must be insured. Students planning to complete a compulsory internship are obligated to inform the Head of Student Internships of this fact no later than the 10th day of the previous month. To do this, an appropriate form should be submitted to the Dean's Office (p. 121). This notification does not need to be made if the student completed the internship on their own (without an agreement with the university, e.g. through a previously concluded employment contract, contract of mandate, work, etc.). In such a situation, they will only be required to settle the internship, documenting its completion with properly completed forms submitted to the Dean's Office. All of them are available online on the Faculty's website, and in particular include: an insurance notification - mandatory in the case of a planned internship in the future, should be printed out and submitted in two copies to the Dean's Office together with the agreement no later than the 10th day of the month preceding the internship. This form should not be submitted if the student has previously completed an internship or if it is being carried out on the basis of a contract for services, a contract for specific work, an employment relationship, etc. (Appendix 2.1.2.); fixed-term agreement a mandatory agreement concluded between UG and the entity where the internship will be carried out; an agreement concluded only in the case of planned internships in the future it should not be concluded if the student has previously completed an internship or if it is being carried out on the basis of a contract for services, a contract for specific work, etc. In such a situation, it is required to submit a declaration of the lack of an agreement (Appendix 2.1.3.) together with the relevant attachments documenting the course of the work carried out constituting the basis for settling the professional internship. The agreement together with the application for insurance should be submitted to the Dean's Office by the 10th day of the month preceding the start date of the internship (Appendix 2.1.4.). If the student needs to receive a referral to carry out the internship its form is included in Appendix 2.1.5. internship implementation report a document completed by the internship supervisor (from the entity where it was implemented) and the student during and after the internship, approved in writing by the Head of the internship at the Faculty of Management of the University of Gdańsk (Appendix 2.1.6.). Correctly settled internships in the form of submitted reports include the applicant's signature, a written (point and descriptive) assessment by the internship supervisor (on the side of the enterprise / institution where the student is implementing the internship), as well as written confirmation of document verification in the form of their approval by the Head of the internship at the Faculty of Management of the University of Gdańsk.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |
| Assessment methods and criteria | Subject passing criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Passing threshold                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Percentage of the final grade |
|                                 | Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 51.0%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 100.0%                        |
| Recommended reading             | Basic literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>None (not applicable)</p> <p>At the beginning of each academic year, the Head of Student Internships organizes two information meetings: one for full-time students, the other for part-time students starting the third semester of their Bachelor's studies, which are devoted to discussing the obligations related to the implementation of internships. These meetings are organized one year in advance of the internship reporting deadline, so that students can gain full knowledge of the procedure for implementing the internship.</p> |                               |
|                                 | Supplementary literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                               |

