

Subject card

Subject name and code	Traineeship, PG_00155065						
Field of study	Information Science and Econometrics						
Date of commencement of studies	October 2024		Academic year of realisation of subject			2026/2027	
Education level	undergraduate studies		Subject group			Obligatory subject group in the field of study Optional subject group	
Mode of study	part-time studies		Mode of delivery			at the university	
Year of study	3		Language of instruction			Polish	
Semester of study	5		ECTS credits			4.0	
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	120.0	0.0	0.0	0.0	120
	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	120		0.0		0.0	120
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
	[liEL3_K05] The student is aware of the need for ethical, sustainable and socially responsible behavior in professional and social life.	The student acts in accordance with social norms within the scope of work performed as part of professional practice.	[SK7] entries and opinions in the internship diary
	[liEL3_W07] The student has advanced knowledge of ethical norms applicable to business, good practices for its conduct and legal regulations for the protection of intellectual property. Has knowledge of the risks and responsibilities associated with the informatization of business processes, knows the principles of netiquette.	The student knows the principles of operation of the organization in which he/she completes his/her internship.	[SW2] presentation/project/paper/report
	[liEL3_U02] The student is able to acquire basic information about economic processes and phenomena by direct observation, planned experiment or database queries, and collect and process it using modern information technology tools.	The student is able to identify the basic processes taking place in the enterprise.	[SU7] entries and opinions in the internship diary
	[liEL3_U03] The student is able to identify institutional-legal and social constraints on the functioning of economic structures and institutions and reflect them in modelling, forecasting and optimization.	The student learns about legal conditions and is able to apply the guidelines resulting from them.	[SU7] entries and opinions in the internship diary
	[liEL3_W02] The student has advanced knowledge of economic structures and institutions, the processes in them, the connections between them and their dynamics; knows the phenomena and processes occurring in their environment.	The student is oriented in the functioning of enterprises.	[SW2] presentation/project/paper/report
	[liEL3_U08] The student can configure and apply advanced modern information and communication technologies in the process of business management and business communication.	The student is fluent in using information systems.	[SU7] entries and opinions in the internship diary
	[liEL3_K04] The student is able to think and act in an entrepreneurial manner and adapt to the variability of the environment.	The student independently solves simple problems during the internship.	[SK7] entries and opinions in the internship diary
	[liEL3_W03] The student has advanced knowledge of man as an entity that creates economic structures and institutions.	The student is able to cooperate with other people.	[SW2] presentation/project/paper/report

Subject contents	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.
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Prerequisites and co-requisites	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: insurance registration - 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.); a 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 his form is included in Appendix 2.1.5. report on the implementation of the internship 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.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Documentation of the Professional Practice (Internship)	51.0%	100.0%
Recommended reading	Basic literature	None (not applicable)	
		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.	
	Supplementary literature	None	
	eResources addresses	Adresy na platformie eNauczanie:	
Example issues/ example questions/ tasks being completed	Familiarize with the structure of the company		
	Project implementation		
Work placement	Field exercises		

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