

## Subject card

|                                             |                                                                                                                                                                          |                                                          |                                         |                                     |                                                                          |            |     |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------|-------------------------------------|--------------------------------------------------------------------------|------------|-----|
| Subject name and code                       | Internship in an archive, PG_00151564                                                                                                                                    |                                                          |                                         |                                     |                                                                          |            |     |
| Field of study                              | History                                                                                                                                                                  |                                                          |                                         |                                     |                                                                          |            |     |
| Date of commencement of studies             | October 2025                                                                                                                                                             |                                                          | Academic year of realisation of subject |                                     | 2026/2027                                                                |            |     |
| Education level                             | Bachelor's studies                                                                                                                                                       |                                                          | Subject group                           |                                     | Obligatory subject group in the field of study<br>Optional subject group |            |     |
| Mode of study                               | full-time studies                                                                                                                                                        |                                                          | Mode of delivery                        |                                     | at the university                                                        |            |     |
| Year of study                               | 2                                                                                                                                                                        |                                                          | Language of instruction                 |                                     | Polish                                                                   |            |     |
| Semester of study                           | 3                                                                                                                                                                        |                                                          | ECTS credits                            |                                     | 2.0                                                                      |            |     |
| Learning profile                            | academic                                                                                                                                                                 |                                                          | Assessment form                         |                                     | credit                                                                   |            |     |
| Conducting unit                             | Division of Methodology of History, History of Historiography and Archival Science -> Institute of History -> Faculty of History -> Rector                               |                                                          |                                         |                                     |                                                                          |            |     |
| Name and surname of lecturer (lecturers)    | Subject supervisor                                                                                                                                                       |                                                          | dr Anna Żeglińska                       |                                     |                                                                          |            |     |
|                                             | Teachers                                                                                                                                                                 |                                                          |                                         |                                     |                                                                          |            |     |
| Lesson types                                | Lesson type                                                                                                                                                              | Lecture                                                  | Tutorial                                | Laboratory                          | Project                                                                  | Seminar    | SUM |
|                                             | Number of study hours                                                                                                                                                    | 0.0                                                      | 60.0                                    | 0.0                                 | 0.0                                                                      | 0.0        | 60  |
|                                             | 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                                                                                                                                                    | 60                                                       |                                         | 0.0                                 |                                                                          | 0.0        | 60  |
| Subject objectives                          | The purpose of the internship is to prepare the student to enter the labor market, learn about the conditions of potential future professional work and gain experience. |                                                          |                                         |                                     |                                                                          |            |     |

| Learning outcomes               | Course outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Subject outcome                                                                                                                                                                                                                                 | Method of verification                  |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|                                 | [HISTL3_W11] Knows and understands the basic economic, legal, ethical and other conditions of various professional activities related to history including the basic concepts and principles of industrial property protection and copyright law                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | The student knows and understands the basic economic, legal, ethical and other conditions of various professional activities related to archiving and records management.                                                                       | [SW5] implementation of a problem task  |
|                                 | [HISTL3_W02] Has advanced, chronologically and thematically ordered knowledge of the history of ancient and modern Polish lands                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | The student has advanced chronologically and thematically organized knowledge of archival science and records management, including the archival processes taking place in ancient and modern record-keeping systems.                           | [SW5] implementation of a problem task  |
|                                 | [HISTL3_K06] Is ready to perform professional roles responsibly and to adhere to the professional ethics of the historian and to demonstrate an understanding of the world of values and attitudes of people in different historical periods and contexts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | He is ready to perform his profession responsibly and observe professional ethics, as well as to show understanding of the world of values and attitudes of people in different periods and historical contexts.                                | [SK6] demonstration of practical skills |
|                                 | [HISTL3_U07] Is able to plan and organise individual work and interact with others in teamwork                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Students are able to plan and organize individual work and interact with others in teamwork.                                                                                                                                                    | [SU6] demonstration of practical skills |
|                                 | [HISTL3_U03] Is able to communicate with the public using specialist terminology specific to historical and related sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Students are able to communicate with the public using specialized terminology specific to archival science and related sciences.                                                                                                               | [SU6] demonstration of practical skills |
|                                 | [HISTL3_U08] Is able to plan and organise his/her work effectively, independently acquiring and consolidating knowledge in a structured and systematic manner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Students can effectively plan and organize their work, independently acquiring and consolidating knowledge in an orderly and systematic manner.                                                                                                 | [SU6] demonstration of practical skills |
|                                 | [HISTL3_K01] Critically evaluates his/her knowledge, demonstrates a willingness to continually expand his/her knowledge and to seek expert advice if he/she has difficulty solving a problem on his/her own                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | The student critically evaluates his knowledge, demonstrates a willingness to constantly expand it and to consult experts in case of difficulties in solving the problem independently.                                                         | [SK6] demonstration of practical skills |
|                                 | [HISTL3_U01] Is able to use their knowledge: to formulate and, through the appropriate selection of information sources, critically analyse and synthesise them, to solve complex and unusual problems in the field of history                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Students are able to use their knowledge: formulate and, through the appropriate selection of information sources, critical analysis and synthesis, solve complex and unusual problems in the field of archival science and records management. | [SU6] demonstration of practical skills |
|                                 | [HISTL3_U02] Is able to correctly select and use appropriate methods and tools appropriate to the work of a historian (including advanced information and communication techniques)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | The student is able to correctly select and apply appropriate methods and tools specific to the work of an archivist (including advanced information and communication techniques).                                                             | [SU6] demonstration of practical skills |
| Subject contents                | During the internship, students should perform the following work and activities: Learning about the organization; the structure, tasks and rules of its work. Preparing draft documents, registering and completing them, in accordance with the law office system in force at the place of practice. Gathering and compiling (description) of documentation, office and archival units using the methods and tools used at the place of practice. Transferring and providing access to documentation in the course of participation in the handling of various types of cases; in accordance with the document circulation system in effect at the place of practice; Storing and safeguarding documentation in the course of participation in the handling of a specific type of case; in accordance with the system in effect at the place of practice. Prepare and maintain filing and archival aids in the form of, for example, inventories, lists, registers, lists using the methods and tools used at the place of practice. |                                                                                                                                                                                                                                                 |                                         |
| Prerequisites and co-requisites |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                 |                                         |
| Assessment methods and criteria | Subject passing criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Passing threshold                                                                                                                                                                                                                               | Percentage of the final grade           |
|                                 | On the basis of entries in the practice log and confirmation of the realized learning outcomes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 51.0%                                                                                                                                                                                                                                           | 100.0%                                  |
| Recommended reading             | Basic literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Legal regulations indicated during the practice.                                                                                                                                                                                                |                                         |
|                                 | Supplementary literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Legal regulations indicated during the practice.                                                                                                                                                                                                |                                         |
|                                 | eResources addresses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                 |                                         |

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| Example issues/<br>example questions/<br>tasks being completed |                |
| Work placement                                                 | Not applicable |

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