University of Gdańsk

Subject card

Subject name and code	Work Placement 140 h, PG_00205581						
Field of study	History						
Date of commencement of studies	October 2026		Academic year of realisation of subject	2028/2029			
Education level	Bachelor's studies		Subject group	Obligatory subject group in the field of study Optional subject group			
Mode of study	full-time studies		Mode of delivery	at the university			
Year of study	3		Language of instruction	Polish			
Semester of study	5		ECTS credits	5.0			
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	140.0	0.0	0.0	0.0	140
	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	140		2.0	8.0	150	
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_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_U02] Is able to select methods and tools appropriate to historical research and practice, including advanced information and communication technologies (ICT).	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
[HISTL3_W11] Knows and understands the economic, legal, ethical and other conditions affecting various types of professional activity related to history, including the 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_U03] The student is able to communicate with others using specialist terminology relevant to history and related disciplines, including terms from their chosen professional specialisation.	Students are able to communicate with the public using specialized terminology specific to archival science and related sciences.	[SU6] demonstration of practical skills
[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_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_U01] student is able to apply their knowledge to: solve complex and unusual problems in the field of history through the appropriate selection of sources, their critical analysis and the synthesis of information; and formulate and solve problems within their chosen area of professional specialisation	Student potrafi wykorzystywać posiadaną wiedzę: formułować oraz, poprzez właściwy dobór źródeł informacji, krytyczną ich analizę i syntezę, rozwiązywać złożone i nietypowe problemy z zakresu archiwistyki i zarządzania dokumentacją.	[SU6] demonstration of practical skills
[HISTL3_K05] 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_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

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	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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