

REGULATIONS

COMPULSORY PROFESSIONAL INTERNSHIP FOR STUDENTS OF Liberal Arts and Sciences

effective as of the academic year 2024/2025

Chapter I

General provisions

- 1) The Faculty of History of the Adam Mickiewicz University organizes compulsory student internships as part of its educational program, acting on the basis of: Ustawy z dn. 20 lipca 2018 r. – Prawo o szkolnictwie wyższym i nauce, art. 23 ust. 1 i 2 ustawy (Dz. U. z 2021 r. poz. 478 z późn. zmianami; Regulamin studiów Uniwersytetu im. Adama Mickiewicza w Poznaniu (tekst ujednolicony na podstawie Uchwały nr 222/2018/2019 Senatu UAM z dnia 29 kwietnia 2019 r., Uchwały nr 296/2018/2019 Senatu UAM z dnia 29 czerwca 2019 r. and Uchwały nr 210/2021/2022 Senatu UAM z dnia 25 kwietnia 2022 r.), Zarządzenia nr 144/2021/2022 Rektora Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia 12 października 2021 roku w sprawie organizacji obowiązkowych studenckich praktyk zawodowych and Zarządzenia nr 467/2023/2024 Rektora Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia 15 lipca 2024 r. zmieniającego Zarządzenie nr 144/2021/2022 Rektora Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia 12 października 2021 roku w sprawie organizacji obowiązkowych studenckich praktyk zawodowych.
- 2) The professional internship carried out in the undergraduate program is closely related to the Liberal Arts and Sciences curriculum.

Chapter II

Internship objectives

The purpose of the internship is:

- 1) to educate and develop students' knowledge of selected labor market entities as potential workplaces for Liberal Arts and Sciences graduates,
- 2) to implement students to independently apply the acquired knowledge, skills and interdisciplinary competencies at the place of practice,

- 3) verification of knowledge, skills and competencies in the process of implementation of tasks indicated by the employer,
- 4) collection of observational and experimental material on the course of implementation of tasks indicated by the employer.

Chapter III

Contracting with employers

- 1) Students go on internships to employers designated by the internship supervisor on behalf of the Faculty of History. These are employers recommended by Faculty of History, with whom the university signs a cooperation agreement.
- 2) In special cases, these may be employers indicated by the students themselves, who, under the agreement with Faculty of History, will provide the opportunity to realize the learning outcomes provided for the internship.
- 3) Before the start of the internship, the student receives: the rules of the internship, the internship log, a sheet of self-assessment of the achievement of learning outcomes for the student. The internship supervisor on behalf of the employer receives the following documents: a sheet of assessment of the achievement of learning outcomes. If the internship with a particular employer takes place for the first time, the agreement is signed by the employer's director before the internship begins. If the internship takes place at one of the employers permanently cooperating with the University, the agreement on permanent cooperation applies.
- 4) The agreement is completed by the employer's internship supervisor before the internship begins and forwarded to the University's internship supervisors. After formal verification, the agreement is registered and forwarded to the Vice-Dean for Student Affairs and Education for signature.

Chapter IV

General principles of organization and course of internship

- 1) Liberal Arts and Sciences students complete the internship by choosing an institution that cooperates with the Faculty of History or within the EPICUR consortium.
- 2) Students are required to report to the employer on the designated date. On that day, an initial meeting between the interns and the employer's internship supervisor should be held, during which the following will be discussed: the assignment of the internship supervisor, the plan and course of the internship, working conditions at the internship site.
- 3) Students shall carry out their internship on the dates stipulated in the training program, that is, in the 4th semester of the second year of study, amounting to 30 hours, , not more than 8 hours a day.
- 4) During the internship, students work on the basis of arrangements and guidelines (plan and schedule of the internship) developed jointly with the supervisor on behalf of the employer and taking into account the objectives and tasks aimed at achieving the intended learning outcomes for the internship.

- 5) Any changes or deviations from the adopted practice plan/schedule should be agreed between the students and the employer's supervisors.
- 6) In case of negative feedback from the internship site or interruption of the internship - especially due to the behavior of the intern/trainee - the internship cannot be credited.
- 7) Internships can be credited on the basis of work experience, participation in research projects or documented volunteering, where learning outcomes are met, after evaluation by the Course Curriculum Council, in consultation with the faculty internship supervisor. In this way, the entire internship can be credited, in the case of fulfillment of all learning outcomes, or only part of them.

Chapter V

Specific guidelines for the organization and course of internship

- 1) During the course of the internship, the student becomes familiar with the specifics of work at the place where the internship takes place, in particular: the formal and legal basis of the operation of the institution where the internship takes place, the organization of work in view of the strategy, objectives and tasks of the institution where the internship takes place, the personnel and organizational structure, as well as the professional rights and duties assigned to positions and functions in the workplace, the principles of creation and circulation of documents, the employer's expectations of future employees in terms of knowledge, skills and professional and social competencies.
- 2) In the course of the internship, the student becomes familiar with the specifics of work at selected workplaces and in connection with the obligation to perform specific tasks assigned to him by the employer.
- 3) During the internship, the student performs all tasks assigned to him individually and in cooperation according to the instructions of the employer's internship supervisor.
- 4) During the course of the practice, the student observes the course of the practice in view of the knowledge, skills and competence of the persons employed by the employer in the context of his own preparation for the practice, including the strengths and weaknesses of this preparation.
- 5) During the internship, the student shall self-reflect on the achievement of the learning outcomes envisaged for the internship, which he shall confirm in the appropriate form.

Chapter VI

Student documentation of internship

- 1) The student is obliged to keep a "internship log", in which he/she records and describes both observed and co-performed and self-performed tasks according to the plan and schedule with an indication of the topic, date and times of the task.
- 2) The student is required to conduct a self-assessment of the attainability of the learning outcomes during the internship. The student shall carry out the self-assessment in the sheet: "Student Self-Assessment. Achievability of learning outcomes at the end of the internship".

Chapter VII

Documentation of the internship of the supervisor on behalf of the employer

The internship supervisor on behalf of the employer is required to:

- 1) constant cooperation with the University's internship supervisor within the scope of the internship regulations,
- 2) prepare with the student and approve and support the implementation of the student's work plan and schedule,
- 3) observe, provide guidance and conduct a quantitative and qualitative assessment of the student's achievement of learning outcomes at the end of the internship, which is documented in the assessment sheet: "Achievability of student learning outcomes at the end of the internship".

Chapter VIII

Control and evaluation of internship

- 1) 1) Immediately after the internship, the employer's internship supervisor is asked to fill out a sheet of achieved learning outcomes for the internship. The evaluation is quantitative and qualitative and, in addition to indicating the degree of achievement of each learning outcome by the student on a scale of 1 to 5, must also include a review and final evaluation of the student's achievements expressed in words (very good, good +, good, sufficient +, sufficient, insufficient). The grade should be based on the student's actual performance during the internship.
- 2) 2) During the internship, students may be inspected and hospitalized by university internship supervisors. For the visiting supervisors, the following are subject to analysis: practice records kept by the student (current and diligent maintenance of the practice log, working conditions of the apprenticeship (appropriate place to work, access to materials, equipment and technical means necessary for the performance of the tasks envisaged in the practice plan).
- 3) 3) The analysis of the documentation and final credit of the internship in the USOS system of AMU is done by the university supervisor of internships within two weeks from the date of completion of the internship.
- 4) 4) In all matters related to the course of practice at the site, students shall contact directly with the practice supervisor on behalf of the employer.
- 5) 5) Students are obliged, in particular, to inform the internship supervisor on behalf of the employer about difficulties in carrying out the tasks provided for in the internship plan and schedule.

Attachments:

- 1) Agreement on the organization of student internships
- 2) Declaration on accident insurance coverage
- 3) Internship Log

- 4) Worksheet for the Internship supervisor on behalf of the employer "Student Assessment. Achievement of learning outcomes at the end of the internship"
- 5) Worksheet for the student-apprentice "Student self-assessment. Achievability of learning outcomes at the end of the internship"