Field of study	**Management and Production Engineering**
Mode of study	**First cycle full-time and part-time study**
Specialization	**All specializations**

Objective of internship

Enabling students to master the skill of practical application of knowledge gained in the course of studies as well as to expand and verify such knowledge

Length of internship

Duration of internship – 4 weeks, 30 hours / week

Internship organization

Dean of the Faculty of Management and Computer Modelling signs agreements, settles disputes; Student Internship Supervisor provides information, supervises the course of internship and approves it;
Dean's Office prepares internship agreements and arranges other formalities.

Time of performance

One-time internship, after the second or third year of study, in a period not colliding with the school's educational courses. In justified cases, the Dean may grant permission to set a different time-limit for internship performance.

Location of internship

Students themselves select a place of internship – they may take advantage of both outside and school's offers (Career Bureaus, Student Research Groups etc.). Internships may be organized in the whole territory of the country or abroad. In case of foreign internships, appropriate documents should be translated and certified by a sworn translator or an employee of the Faculty Language Laboratory.
Recommended places for internships are: business entities that use
technical, economic and computer knowledge in the field of production engineering, organization and management (e.g. production and service enterprises , design units and consulting firms, research and development units and other business units); state administration units (offices) – upon agreement with the Internship Supervisor. In case of difficulties or doubts concerning the choice of a place of internship, the internship Supervisor will be of assistance.

Procedure of internship organization

1. Before starting to organize an internship, the below-mentioned documents concerning internships, placed on *https://wzimk.tu.kielce.pl/wzimk/studia/praktyki/*, should be carefully studied
   - Internship regulations
   - Student internship agreement
   - Declaration on the knowledge of the rules of completing the internship
   - Student internship report
   - Program of internships for a specific field of study
2. The student submits to the Dean's Office data identifying an unit in which the internship will take place (name, address) and personal data of the unit's representative (name

and surname, position), and signs a declaration (Encl. No 2 to Rector's Regulation No 36/06). The Dean's Office prepares an Agreement for Organization of Higher School's Student Internship (in two counterparts). The Agreement is signed by the Faculty Dean on the part of the School.

3. The Student receives from the Dean's office two counterparts of the Agreement signed by the Dean, and submits them to the unit where the internship is to be served. The Agreement is then signed by the unit's representative (indicated in the Agreement) after the Agreement has been supplemented by the time of the internship and the basic internship program assumptions (on the basis of the internship program).

4. The Student submits to the Dean's Office one counterpart of the signed Agreement while the other counterpart is left in the unit where the internship is to take place.

5. Any doubts are to be clarified with the Internship Supervisor.

Internship inspection:

In accordance with the Agreement, the Internship Supervisor may carry out an internship on-site inspection. Afterwards, an inspection protocol is made, which constitutes an integral part of the internship documentation.

Internship approval:

The internship is approved by the Internship Supervisor on the basis of:

- the Student Internship Report, delivered by the Student, which should be signed by a person authorized by the unit in which the internship has been served and certified by the unit's stamp. (Notice: part of the report entitled: "Short characteristics of the course of the internship" is to be filled in by the student.

or

- documents submitted by the student certifying: performance of paid jobs (after the secondary school completion) including jobs abroad; participation in work placement or internship schemes; participation in research projects or science camps – provided that they meet requirements of the internship program.

Time of approval:

The internship must be approved at the beginning of the semester following the internship completion within a period determined by the Internship Supervisor. The approval is acknowledged by the entry "Pass" in the student grade book and in the examination card, and by the entry in the USOS system made during the examination session.

Program of student internship

The objective of student internship is to enable students to master the skill of practical application of knowledge gained in the course of studies as well as to expand and verify such knowledge. Internships serve the purpose of acquiring and developing practical skills and social competences to a degree that facilitates an effective beginning of a professional career.
The internship aims at enabling students:

1. To expand knowledge gained in the course of studies in the scope of:

- production engineering processes and manufacturing technologies in the aspect of materials used in the manufacturing process, wear and tear in the course of operation, and in the aspect of quality assurance,
- installation and service of computer networks and information tools as well as their application for building databases, creating and analyzing technical documentation and programming
- business and economic processes from a macro perspective, and in the scope of business events and their registration in a company (micro perspective),
- functioning and managing an organization in the market economy, in the scope of production process and services management in the logistic chain of supplies, and management of other areas of a company's activities.

2. To develop the skills of practical application of theoretical knowledge such as:
   - conducting basic economic analyses of engineering activities concerning production, and analyses of ties between engineering and extra-engineering activities in consideration of economic, ecological and legal aspects,
   - applying basic methods and tools in order to solve simple tasks within the scope of production engineering as well as organizational and managerial tasks, and organizing simple production systems.

3. To build social skills and competences required in the future professional career such as:
   - working independently and within a team on engineering, organizational and managerial tasks,
   - awareness of the importance of professional and ethical activity and responsibility for one's own actions and co-responsibility for works carried out in a team,
   - awareness of the importance of ties between engineering and extra-engineering activities in the aspect of ecology and responsibility for made decisions.
   - need for lifelong education, assertiveness and resourcefulness

During the internship, depending on a specialization and individual interests, the student should execute selected tasks in each of the three areas of a company's activities.
The student should get acquainted with the following areas, and then, independently or within a team, gradually participate in executing tasks related to them.

1. Production engineering area:
   - object of the company's activity,
   - basic processes carried out in the company,
   - applied technologies and technical solutions including automation and robotization of production processes,
   - technical documentation of production,
   - process of production preparation and progress,
   - design and implementation of product and process innovations.

2. Organizational and managerial area:

- Occupational Work and Safety Rules and Fire Regulations and internal rules concerning the functioning of an organization (essential documents – statute, regulations, confidentiality rules etc.)
- company's organizational structure and the scope of tasks executed in particular units (sections, departments),
- selected elements of personnel policy,
- the most important assumptions of the implemented strategy and development plans,
- organization of the production management system,
- organization of the company's logistic system, stock management and material flow – logistics economics,
- functioning of the finance and accounting services and operating cost estimation,
- principles of functioning, communication and reporting within an organization,
- circulation of documents and flow of information, and the decision-making process

3. IT area:
   - applied information systems, their operation and possibilities of development, and the effects of the application of particular solutions,
   - office programs operation,
   - computer-aided engineering works,
   - computer graphics,
   - analysis of a company's information needs.