

Student apprenticeships program
Economics (full time, first cycle studies)
 Faculty of Economics and Sociology, University of Lodz

This Program complements the General rules of student internships at the Faculty of Economics and Sociology of the University of Lodz for the field of Economics, 1st degree, full -time studies.

General rules:

1. Each student is obliged to complete the internship.
2. Internships last 4 weeks (a minimum of 120 hours).
3. Internships are carried out individually in business entities, public or social institutions.
4. Internships are settled by the end of the session in the winter semester (5th semester of studies).
5. Internships must comply with the field of study.

Recommended places for internships:

- manufacturing, trading and service firms;
- public administration institutions;
- social institutions (associations, foundations).

Internships should be carried in the following departments of the abovementioned institutions: financial, accounting, settlements, document flow control, invoicing, collecting and entering economic data into the system, preparing financial statements or monthly statements, planning and implementing investments, purchases, insurance, company tax settlements.

In order to be sure of your choice, consult with your internship manager and clarify with your employer whether they will provide you with the opportunity to achieve all the learning outcomes required for your internship.

Learning outcomes gained during student internship:

Knowledge:

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| 06E_1A_W01 | Student knows the elementary terminology used in economics and understands its sources and applications within the social sciences. |
| 06E_1A_W06 | Student has knowledge enabling assessment of economic phenomena in the national, international and intercultural perspective. |

Skills:

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| 06E_1A_U01 | Student is able to observe economic phenomena with an indication of their causes, using basic analytical tools. |
| 06E_1A_U02 | Student is able to use the basic theoretical knowledge in the field of economics and related disciplines in order to formulate practical conclusions useful for decision-makers, as well as to analyze and interpret various economic problems. |
| 06E_1A_U07 | Student can work in a team solving specific tasks in the field of economics, correctly using selected standards and performing different roles; at the same time, has the organizational skills to achieve the goals related to designing and undertaking professional activities. |

Social competencies:

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| 06E_1A_K01 | Student is aware of the level of their knowledge, self-evaluates their own competences, can complement and improve acquired knowledge and skills, and understands the need for continuous professional training and personal development. |
| 06E_1A_K05 | Student is able to work and cooperate in a group, actively participates in groups, organizations or institutions, is open to cooperation and building relationships, represents a creative and entrepreneurial attitude, is ready to take up professional challenges, and constantly strives to implement individual and team actions. |
| 06E_1A_K06 | Student follows the principles of professional ethics, respecting copyright, correctly identifies and resolves moral dilemmas related to the profession, is convinced of the importance of acting in a professional manner, and is sensitive to social, economic and ecological problems. |

Content:

1. Familiarising the student with
 - a. the rules and regulations binding the student at the host institution (e.g. occupational health and safety, fire safety, personal data protection);
 - b. the direct collaborators, the organizational structure of the host, the headquarters of the organization;
 - c. the organizational culture of the host institution;
 - d. the specific economic and/or social activities of the institution, as well as the environment of the host;
 - e. the specialized software used by the host;
 - f. the student's responsibilities and tasks, with particular emphasis on the use of economic analysis methods;
 - g. the methods of management and organization of decision-making processes in the host institution;
 - h. methods of assessment of the staff, including the assessment of the student's work during the placement.
2. Realization of the internships - observation and gradual participation in commissioned work related to the current activity of the host. The student receives systematic feedback from the internship supervisor / direct supervisor of the student's work.
3. Summary and evaluation of the completed internship with particular emphasis on the achieved learning outcomes, as well as strengths and weaknesses of the completed internship.

Internship manager:

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