

ITEM CARD (SYLLABUS)

Description of the course

Code course	Course name	PROFESSIONAL PRACTICE		
<i>IBF/O/INS/F.50</i>		<i>PRAKTYKA ZAWODOWA</i>		
Language	English			
Academic Year	2024/2025			
Direction of study	<i>International Business and Finance</i>			
Level of education (study)	<i>Level 1</i>			
Profile of education (study)	<i>General academic</i>			
Form of study	<i>Extramural</i>			
Semester / semesters	5			
Belonging to a course groups	<i>F - Practice</i>			
Course status	<i>Compulsory</i>			
Form of classes, hours, ECTS points	Form of classes	Number of hours	4 ECTS	
	Lecture	[h]		
	Exercises	[h]		
	Practice	120 [h]		
Relationship of subject	with profile of education (study)	<i>Related to conducted scientific activity in the field of economics and finance</i>		ECTS
	with qualifications	-----		ECTS
	with discipline	Economics and finance		4 ECTS
Form of teaching				
The criterion for the selection of students	All students of International Business and Finance			
Unit running course	Department of Economics			
Coordinator	Sieradzka Katarzyna (PhD)			
Faculty www address	http://weif.uniwersytetradom.pl			
E-mail, phone number of coordinator	k.sieradzka@uthrad.pl; (48) 361-74-72			

COURSE OUTCOMES, METHODS OF TEACHING AND VERIFICATION OF THE EFFECTS OF EDUCATION

Purpose of the course:	The objectives of professional practice are as follows: <input type="checkbox"/> introduction to the practical profession, <input type="checkbox"/> formation of the ability to apply theoretical knowledge acquired during studies in practice;
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	<ul style="list-style-type: none"> <input type="checkbox"/> formation of necessary skills for future professional work, including: organizational, working in a team, establishing contacts, dealing with difficult situations/problems, conducting negotiations, as well as preparing the student for independence and responsibility for the tasks entrusted to him/her, etc.; <input type="checkbox"/> increasing knowledge of the various branches of the economy, public administration entities and entrepreneurs; <input type="checkbox"/> creating conditions for professional activation of students on the labor market; <input type="checkbox"/> learning about the organization of work corresponding to modern trends in the economy, administration, others; <input type="checkbox"/> learning about the principles of organization and mechanisms of functioning of enterprises and institutions, government and local government, administrative entities of the European Union, etc.; <input type="checkbox"/> formation of high culture and ethical attitudes in professional work; <input type="checkbox"/> increasing the conviction of the need for lifelong learning and self-improvement; <input type="checkbox"/> gathering materials for the thesis.
Course teaching content:	<p>The content of the Professional Practice for the study of the first degree of <i>International Business and Finance</i> can be detailed and adapted to conditions of the particular organizational unit/entity, where the student does his/her professional practice.</p> <p>Their selection is individualized and aimed at preparing students to use the acquired knowledge to recognize the basic economic problems arising in the professional work of employees of national economy institutions and in the activities of entrepreneurs, as well as to identify the mission of entities operating in the economy</p>
Method of teaching:	<p><i>Specified through the duties at the place where the professional practice is carried out</i></p>
Grading criteria, criteria for assessing learning outcomes, method of calculating the final grade:	<p><i>The condition for passing the course is achieving all the required learning outcomes specified for the course.</i></p> <p>In order to evaluate the learning outcomes achieved by the student as a result of the professional practice, it is mandatory for each student of the first degree program of <i>International Business and Finance</i> to use a written certificate of internship with an opinion confirming that the learning outcomes established in the study program have been accepted and realized.</p> <p>It is also possible to pass the professional practice on the basis of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a document confirming the performance of gainful employment, including abroad (e.g., employment contracts, work contracts, assignment contracts, certificates of employment, certificates of employment) with the scope of duties of the position held; <input type="checkbox"/> certificate of registration: of own economic activity in CEIDG or as a partner, proxy, member of the company's authorities - from the register of entrepreneurs in the National Court Register or as a member of the authorities of a foundation or association - from the register of social and professional organizations in the National Court Register; <input type="checkbox"/> a document confirming the student's participation in a scientific camp; <input type="checkbox"/> a document confirming the completion of another internship or traineeship during the course of study, with an indication of the tasks performed and their consistency with the course of study if their nature meets the assumed learning outcomes as defined in the Framework for Internships. <p>In addition, the supervisor of professional practice appointed by the Dean conducts random hospitalizations of the implementation of</p>

	internships at workplaces
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Education effects for the course in relation to the direction effects and form of classes				Verification methods of learning outcomes (form check)	
Number of education effect	Description effects of education for the subject (PEU) Student who has completed the course (W) knows and understands/(U) is able to /(K) is ready to:	Directional learning effect (KEU)	Form of realization of teaching	Examination form	Form check
W1	has basic knowledge of the functioning of business entities	K_W03 K_W08	Professional Practice	Observation	Not applicable
W2	knows and understands the existence of various aspects and conditions of business activity	K_W04 K_W10	Professional Practice	Observation	Not applicable
U1	is able to obtain and properly use economic data	K_U02	Professional Practice	Observation	Not applicable
U2	can communicate in a professional environment	K_U13 K_U09	Professional Practice	Observation	Not applicable
U3	is able to evaluate the solutions used in a given business entity	K_U07 K_U15	Professional Practice	Observation	Not applicable
K1	is able to work in a team, performing in various roles	K_K04	Professional Practice	Observation	Not applicable

Recommended reading, literature supplement, teaching aids

Student workload needed to achieve the assumed learning outcomes - balance of ECTS points			
Participation in classes, activities	Student's working hours [h]		
	Other hours. Contact (IGK)	Classes without a teacher – student's own work (ZBN)	Classes
Participation in Professional Practice	X	120[h]	X
Participation in Exercises/Laboratories	X	X	X
Participation in the Consultation	X	X	X
Preparing to lectures/ exercises/seminars Preparation for an examination	X	120[h]	X
Summary of student's workload	[h]/...ECTS	120 [h]/ 4ECTS[h]/ ECTS
Points of ECTS for subject	120 [h] / 4 ECTS		

Additional information and remarks
<p>For students with special needs, including those with disabilities and chronic illnesses, the methods and forms of verifying learning outcomes specified above (in the course syllabus) are appropriately adjusted to meet the individual needs of these students.</p> <p>"The detailed rules and rights of students with special needs, including those with disabilities and chronic illnesses, regarding participation, assessment, and examinations, are specified in the Study Regulations, Study Rules, and Procedures for Ensuring Accessibility of the Educational Process for Students with Special Needs, including those with disabilities and chronic illnesses."</p>

