

SYLLABUS – A COURSE DESCRIPTION

I. General information

1. Course name: **Professional internships**
2. Course code: **15-PRAKT-30H-ES-11** ([Link USOSWeb](#))
3. Course type (compulsory or optional): **compulsory**
4. Study programme name: **English Studies: Literature and Culture**
5. Cycle of studies (1st or 2nd cycle of studies or full master's programme): **1st cycle**
6. Educational profile (general academic profile or practical profile): **academic**
7. Year of studies (if relevant): **3**
8. Type of classes and number of contact hours (e.g. lectures: 15 hours; practical classes: 30 hours): **30h practical classes**
9. Number of ECTS credits: **1**
10. Name, surname, academic degree/title, email address of the course lecturer / other teaching staff*: **Coordinator (email) dr hab. Dominika Buchowska-Greaves (drusz@amu.edu.pl)**. Group instructors – as per current assignment in USOSWeb.
11. Language of instruction: **English**
12. Online learning - yes (partially / fully) / no : **no**

*please underline course coordinator's name

II. Detailed information

1. Course aim (aims)

Confronting the acquired knowledge with practice and creating the right motivation to work.

Acquiring practical skills and competences necessary in the performance of professional work.

Getting to know the structure and tasks of institutions conducting activities corresponding to the field of study.

Improving interpersonal communication skills and group work.

Shaping the attitude of a reflective approach to work.

2. Pre-requisites in terms of knowledge, skills and social competences (if relevant)

none

3. Course learning outcomes (EU) in terms of knowledge, skills and social competences and their reference to study programme learning outcomes:

Course learning outcome symbol (EU)	On successful completion of the course and validation of its learning outcomes, a student:	Reference to study programme learning outcomes
PZ_W01	understands how to apply their skills and consciously implement the knowledge already acquired in the implementation of entrusted tasks	K_W01-03, K_W05-06, K_W08

PZ_W02	knows and understands the basic aspects of the structure of a given institution/workplace; understands the division and scope of duties of employees of a given institution	K_W07, K_W09
PZ_U01	is able to interpret cultural artifacts and discuss them with other employees of a given institution; can present their point of view and at the same time listen to the opinion of the other person	K_U01-06, K_U09, K_U12
PZ_K01	is ready to confront their ideas about a given job with reality and draw conclusions about their future professional career	K_K01-04, K_K07-08
...

4. Learning content with reference to course learning outcomes (EU)

Course learning content:	Course learning outcome symbol(s) (EU)
Introduction to non-pedagogical professional internships (lecture/meeting at WA UAM)	PZ_W01, PZ_U01
Introduction to non-pedagogical professional practices by the employer	PZ_W02, PZ_U01
Carrying out the tasks entrusted to the apprentice by the employer	PZ_W02, PZ_U01, PZ_K01
Completing and submitting the final documentation of internships	PZ_W01-02, PZ_U01, PZ_K01

5. Reading list

Literature assigned to the subjects studied by the student that coincide thematically with the tasks carried out during the internship and materials and documentation indicated by the direct supervisor at the place of internship.

III. Additional information

1. Teaching and learning methods and activities to enable students to achieve the intended course learning outcomes (please indicate the appropriate methods and activities with a tick and/or suggest other methods.)

Teaching and learning methods and activities	X
Lecture with a multimedia presentation	X
Interactive lecture	
Problem-based lecture	
Discussions	X
Text-based work	X
Case study work	
Problem-based learning	
Educational simulation / game	
Task-solving learning (e.g.: calculation, artistic, practical tasks)	X
Experiential work	
Laboratory work	
Scientific inquiry method	
Workshop method	
Project work	X
Demonstration and observation	X
Sound and/or video demonstration	
Creative methods (e.g.: brainstorming, SWOT analysis, decision tree method, snowball technique, concept maps)	X
Group work	X
Other – please specify	
...	

2. Assessment methods to test if learning outcomes have been achieved (please indicate with a tick the appropriate methods for each learning outcome (EU) and/or suggest different methods)

Assessment methods	Course learning outcome symbol									
	PZ _W01	PZ _W02	PZ _U01	PZ _K01						

Written exam											
Oral exam											
Open book exam											
Written test											
Oral test											
Multiple choice test											
Project											
Essay											
Report	X	X	X	X							
Individual presentation											
Practical exam (performance observation)											
Portfolio	X	X	X	X							
Other (please specify) -											
...											

3. Student workload (ECTS credits)

Activity types		Mean number of hours spent on each activity type
Contact hours with the teacher as specified in the study programme		
Students' self-study*	Preparation for classes	
	Reading for classes	
	Essay / report / presentation / demonstration preparation, etc.	
	Project preparation	
	Term paper preparation	
	Exam preparation	
	Other (please specify) -	
	Professional internships	30
TOTAL HOURS		30
Total ECTS credits for the course		1

* please indicate the appropriate activity types and/or propose different activities

4. Assessment criteria in accordance with AMU in Poznan's grading system:

Very good (bdb; 5.0): Professional internships done and completed

Unsatisfactory (ndst; 2.0): Internships not completed; no credit