COURSE DESCRIPTION CARD - SYLLABUS

Course name

Internship

Course

Field of study

Logistic

Area of study (specialization)

Level of study

First-cycle studies

Form of study

part-time

Year/Semester

3/6

Profile of study

general academic

Course offered in

Polish

Requirements

elective

Number of hours

Lecture

Laboratory classes

Other (e.g. online)

165

Tutorials

Projects/seminars

Number of credit points

4

Lecturers

Responsible for the course/lecturer:

Ph.D., Eng. Aleksandra Dewicka-Olszewska

Mail to: aleksandra.dewicka@put.poznan.pl

Phone: 616653483

Faculty of Engineering Management

ul. J. Rychlewskiego 2, 60-965 Poznań

Responsible for the course/lecturer:

Prerequisites

Knowledge of the complexity and multi-dimensionality of the organization management systems and engineering knowledge with regard to logistic processes in organizations. Ability to perceive, associate

and interpret phenomena occurring in organizations and their use in logistics. The student understands and is prepared to take on social responsibility for the decisions taken in connection with product design, material-technical support, production, transport, warehousing, selling and distribution.

Course objective

The aim of the course is to observe, analyze and assess the outcomes of management processes in organizations, as well as the acquisition of practical skills and the easiness of discerning elementary use of logistic processes.

Course-related learning outcomes

Knowledge

1. Knows the basic dependencies in logistics and supply chain management [P6S_WK_04].

Skills

1. Is able to prepare work measures related to work in the industrial industry and knows the safety principles associated with this practice, including safety problems in logistics [P6S_UW_05].

2. Is able to identify practical design (engineering) tasks and formulate design tasks within logistics [P6S_UO_01].

3. Is able to identify changes in requirements, standards, regulations, technical progress and the reality of the labor market, and on their basis determine the need to supplement own knowledge [P6S_UU_01]

Social competences

1. Is aware of the importance of critical analysis and is able to perceive causal relationships in accomplishing the goals set and importance of tasks [P6S_KK_01].

2. Is able to think and act in an enterprising and effective way [P6S_KO_01].

3. Is aware of the responsibility and initiation of activities related to the formulation and information sharing and cooperation in the society in the scope of logistics [P6S_KO_02].

4. Is aware of the correctly identify and resolve the dilemmas connected with performing the profession of logistics [P6S_KR_01].

5. Is aware of the need to solve some tasks with teamwork in the field of logistics and supply chain management [P6S_KR_02].

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

1. Preparing reports on an internship.

2. Presentation of the internship report.

Programme content

1. Presentation of the economic subject: legal form of organization, range of production, the technology used, forms of production organization(slots, lines).

2. The organizational structure of the company.

3. Analysis of the logistics processes out in the framework of the enterprise: the functions performed by organizational business, setting goals and objectives, accountability of performance with regard to objectives and performed tasks, analysis of applied solutions, marketing activities (types of activities to promote the company image, branding), measures for the design of products, services, planning and execution of the production process, types and methods used in quality control of products, services, dealing with nonconforming product, the criteria for evaluation and selection of suppliers of materials, raw materials for the production, maintenance (planning repair, overhaul, documenting these activities, monitoring of measuring instruments), Human resources (recruitment methods, planning, training, implementation training, motivation system) internal communication (communication techniques used),

4. Warehouse management analysis: acceptance, storage, picking and delivery process, storage infrastructure.

5. The organization of work at the workplace: tasks performed on the selected production workplace (types and number of different operations, the division of a selected operation into treatments, activities and working movements); work standards (quantitative or time bound) way of defining and updating; supervising the workplace; land use plan of a workstation; organization of an operating position (materials and tools supply, transportation, maintenance and repair, quality control, distribution of work, settlement of costs).

6. Other contents agreed with the supervisor of engineering thesis relevant to its topic.

Teaching methods

Informative lecture, ongoing consultation of problems with the implementation of internships, discussion on the report (on-line / face to face).

Bibliography

Basic

1. General information on student internships in the academic year.

2. Procedures, instructions, standards, described rules of conduct - accepted for use in the enterprise where the internship takes place.

Additional

1. Regulations of Studies

2. Documentation made available to the student.

Breakdown of average student's workload

	Hours	ECTS
Total workload	165	4,0
Classes requiring direct contact with the teacher	5	0,5
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests, project preparation) [1]	160	3,5

[1] delete or add other activities as appropriate