COURSE DESCRIPTION CARD - SYLLABUS

Course name
Internship

Course

Field of study	Year/Semester
Engineering Management	3/6
Area of study (specialization)	Profile of study
	general academic
Level of study	Course offered in
First-cycle studies	Polish
Form of study	Requirements
full-time	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:
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Responsible for the course/lecturer:

Prerequisites

Knowledge about the complexity and multi-faceted functioning of organization management systems and engineering knowledge in relation to broadly understood management engineering issues. Skills to perceive, associate and interpret phenomena occurring in organizations and use them in the area of organization management, with particular emphasis on the engineering area. Ability to work in a team and solve problems together in a team. Awareness of the importance and necessity of raising one's competences. Awareness of taking social responsibility for decisions made in connection with organization management.

Course objective

The objective of the course is to observe, analyze and evaluate management processes in organizations and to acquire practical skills and freedom in perceiving and elementary handling of management and engineering processes implemented in the enterprise.

Course-related learning outcomes

Knowledge

The student knows what are the types and types of organizational structures, learned the methods and tool that was used when designing the organizational structure of the enterprise in which he completed his internship [P6S_WG_06].

The student knows what requirements must be met to guarantee the ergonomics of the workplace selected during internships [P6S_WG_1].

The student knows what the life cycle of selected products produced in the enterprise in which the apprenticeship takes place [P6S_WG_15].

The student knows what methods, techniques and tools can be used to solve engineering problems in the area of production, technological and repair auxiliary processes in the enterprise selected for the internship [P6S_WG_16, P6S_WG_17].

Skills

The student is able to use the knowledge acquired during six semesters to solve problems indicated by the internship supervisor on behalf of the company, is able to analyze and propose specific solutions for various engineering and management problems [P6S_UW_03, P6S_UW_04, P6S_UW_15].

The student is able to analyze the causes of various problems, can analyze the processes carried out in the enterprise selected for internships [P6S_UW_07].

The student is able to adapt to the rules prevailing in the enterprise in which he / she takes internships regardless of whether he / she works alone or in a team [P6S_UO_01].

Social competences

The student is aware that the use of a system approach taking into account technical, economic, marketing, legal, organizational and financial issues guarantees that the needs of consumers on the free market will be met [P6S_KO_02].

The student presents a professional attitude, as a trainee he is reliable and aware of professional ethics, respect for the diversity of views and cultures, as a trainee he understands how to care for traditions of the managerial profession [P6S_KR_02].

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Formative assessment:

It consists of answers to the following questions: Has the Student been properly prepared for the internships (has correctly completed the required documents and provided them to the Supervisor in accordance with the deadlines)? Has the Student consulted the Practitioner of any changes regarding the organization and course of internships? Has the Student prepared the Practice Report in accordance with the guidelines? Did the Student refer the Tutor to the internship, particularly emphasizing his own ideas proposed in the company.

Grade of assessment: definitely yes, on average, definitely not.

Summative assessment

Appraisal of the tutor based on the prepared report. The report is prepared in accordance with the internship program.

Programme content

1.INTRODUCTION OF THE COMPANY:

- legal form,

- size of the company (number of employees) – determine the category of the company (small, medium, big),

- subject and scope of activity.

2. IDENTIFICATION AND ANALISIS OF COMPANY'S ORGANIZATIONAL STRUCTURE:

- organizational chart,

- identification of the type of organizational structure (line, line and staff, divisional, matrix, performance, network) with a justification,

- brief characteristics of individual segments of the organization (units, departments).

3. IDENTIFICATION AND ANALISIS OF OPERATIONAL PROCESSES (production, service):

- product assortment (products, services): breadth (number of product lines) and depth of assortment (types, subtypes of products),

- degree of product customization (adjusting to individual customers' needs),

- annual programs of production, services (items / year), identification of production stabilization (mass, serial, single unit production),

- batch size (production, service),

- technology of operational processes (production, service): main process stages, level of mechanization, automation and robotization,

- operational structure (production, service): division into departments, branches, lines, brigades – schematic diagram with description,

- quality management system (structure of quality management – units and their tasks),

- diagram and description of the organization of a selected operational position (production, service),

- operational management (procedure of annual production / services planning, monthly and weekly planning, daily planning, operational documentation (production) – guidelines / distribution lists, job sheets, goods received notes, deficiencies charts, etc.).

4. IDENTIFICATION AND ANALYSIS OF COMMERCIAL ACTIVITY

- identification of distribution channels,

- identification of supply channels,

- identification of organizational structure of sales staff (departments, sections and their tasks in the scope of marketing, sales and supplies)

- typical customer service procedure (offer presentation, contracts, supervising the implementation, clearing and settling, after-sales service)

5. IDENTIFICATION AND ANALYSIS OF ECONOMIC ACTIVITY

- rganizational structure of economic services, (diagram, tasks of particular units),

- the structure of the annual business plan of the company (what it consists of), structure of businesses' financial statements

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

Teaching methods

Classical problem method, situational method, exchange of ideas, SWOT, demonstration method, method of production exercises, method of experiments, workshop method.

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

Bibliography

Basic

1. Regulations of internships for students of fields of study implemented at FEM PP, edition 10

2. Procedures, instructions and descriptions of company processes.

3. Regulations and other company standards.

Additional

Enterprise' documentation made available during internships.

Breakdown of average student's workload

	Hours	ECTS
Total workload	165	4,0
Classes requiring direct contact with the teacher	5	1,0
Student's own work (preparation for internships, studying enterprise documentation, observation of processes, analysis of phenomena in the organization) [1]	160	3,0

[1] delete or add other activities as appropriate