

INTERNSHIP GUIDELINES
English Philology
BA level, full time/part time (all specialities)

1. Time of the Internship

English Philology students attending regular (full time) and extramural (part time) courses at Opole University are obliged to participate in one internship lasting 90 hours in total (Internship is credited at the end of the 5th semester). **The internship is organised from June till September for at least three consecutive weeks, five days a week (from Monday to Friday), for a minimum of six hours a day (i.e. 90 regular hours).** During the internship a student is not granted any financial remuneration for the work performed. In exceptional cases there is an option to attend an alternative form of internship in an academic year. Moreover, the internship may be covered by current professional work, voluntary work or internship abroad.

2. Institutions offering internship

The institutions/companies offering the internship for students should operate within an international environment, which provides opportunities for developing students' linguistic competences and for achieving selected learning outcomes. These institutions/companies also may represent regional sectors that require a good command of a foreign language.

3. Internship aims

Internship should enable students to use their knowledge of a foreign language, its literature and culture, as well as provide them with opportunities to practice and develop their English in a professional environment. During the internship students are required to develop their problem-solving skills, information gathering and information processing skills, as well as submitting information in both written and oral forms following ethical principles. Additionally, students should be encouraged to participate in cooperative tasks. The acquired skills should facilitate students' employment in translation and interpretation bureaus, public relations, publishing houses, administration offices, advertising agencies, fundraising organizations, commercial, corporate or other business institutions, mass media, tourist industry, i.e. those sectors which require a good level of foreign language competence and awareness of cultural differences.

4. Student's duties and procedures

Before their internship, a student is obliged to

- attend an information meeting organised by the internship coordinator appointed by the authorities of Faculty of Philology at Opole University (if there is a necessity to organise it);
- on planning the Internship abroad, a student is obliged to receive a written consent from the programme study coordinator at the Faculty of Philology and the Head of CEU (Centrum Edukacji Ustawicznej);
- download and print the documents required for getting a credit for the internship (Internship Evaluation Form, Internship Schedule of Weekly Duties);

During their internship, a student is obliged to

- appear on the first day of internship in a given place at least half an hour earlier than the beginning of the regular working time;
- be punctual and observe working hours indicated either by the employer or the internship supervisor;
- work in the place appointed for at least six hours a day – as long as the employer does not decide otherwise (working hours should be 30 hours minimum per week);
- perform the assigned duties diligently in a professional manner, know and follow required internal rules and regulations, for example safety rules, or code of conduct;
- strictly follow the instructions of the internship supervisor, employer and any other person responsible for organization of work during internship in the firm/company/institution;
- keep records connected with duties and responsibilities performed throughout the duration of internship by providing a detailed description of thereof in Internship Schedule of Weekly Duties (including dates, timing and specification of duties);

After the internship, a student is obliged to

- submit the above-mentioned documents, i.e. INTERNSHIP SCHEDULE OF WEEKLY DUTIES (approved by the employer) and Internship EVALUATION FORM, to the internship coordinator by the end of the semester in which the internship takes place, unless a different deadline for submission is assigned.
- inform the internship coordinator about finalising their internship (either via e-mail or any other way established earlier)

5. Duties of the in-company internship supervisor

An institution/company offering the internship for a student should appoint an internship supervisor whose duty is to guide, cooperate, support and monitor student's duties. The supervisor provides an opinion on THE INTERNSHIP EVALUATION FORM and approves THE INTERNSHIP SCHEDULE OF WEEKLY DUTIES.

6. Forms of evaluation

Internship is credited on the basis of a positive opinion of the internship supervisor at the company or institution expressed in THE INTERNSHIP EVALUATION FORM and approved INTERNSHIP SCHEDULE OF WEEKLY DUTIES after the fifth semester.

7. Final remarks

Any other issue not covered by these guidelines will be settled on a regular basis by the authorities of Faculty of Philology at Opole University, the internship coordinator or any other parties appointed for that purpose. authorities also reserve the right to change these guidelines if any unforeseen circumstances occur during the academic year.