

Faculty of Political Science and Social Communication
Academic year: 2019/2020

INSTRUCTIONS FOR ORGANIZING A PROFESSIONAL PRACTICE

<p style="text-align: center;">Political science, specialty: Europa Master master degree Year 2nd (3rd-4th semester of study)</p>
<p>1. Duration of practice: 240 hours</p> <p>2. Deadline: III-IV semester of study</p>
<p>3. Facilities/institutions where the practice can be carried out:</p> <ul style="list-style-type: none">a. Advertising and PR agencies,b. Embassies and consulates,c. Parliamentary and senatorial offices,d. Public opinion poll and research organizations,e. International organizations, institutions,f. Media (i.e. television and radio stations, newspapers and internet portals),g. Private companies,h. Law enforcement,i. Public administration offices, <p>and other institutions offering tasks enabling the students to meet the aims of the practice.</p>
<p>4. Objectives of the practice:</p> <ul style="list-style-type: none">a. familiarizing the student with the specifics of the Institution's operation, its system of organization and management;b. developing the ability to integrate theoretical knowledge gathered during the courses included in the study plan with the practical activities of individual institutions;c. stimulating the student's activity, and developing their initiative and creating opportunities for self-research related to a potential graduate dissertation theme;d. linking knowledge acquired during the study courses and using it for specific professional tasks;e. shaping an exemplary professional attitude of the future employee.
<p>5. Student duties during the traineeship:</p> <ul style="list-style-type: none">a. dignified representation of the Faculty of Political Science and Social Communication of the University of Opole,b. compliance with the rules of procedure or the organizational statute in force at the place of practice,c. compliance with the data protection and confidentiality clauses required by the workplace,

d. respectful treatment of both the employees and the workplace's property where the student has his/her practice.

6. The institution and supervisor's tasks in terms of organizing the practice:

- a. The supervision of the proper conduct of the practice is exercised by the head of the institution – the appointed supervisor exercises substantive and methodical supervision of the practice;
- b. The internship supervisor, after consulting the student, organizes an individual practice plan for the entire duration of the traineeship;
- c. The practice supervisor shall ensure the proper practice organization;
- d. During the traineeship the student is subject to the institution's work discipline.
- e. At the end of the practice, the supervisor completes the *Internship Evaluation* and signs the *Course of Practice Card*.

7. Organization of the practice:

- a. The coordination of the practice is carried out by the Centrum Zawodowej Aktywizacji Studentów Instytutu Politologii UO (CZAS IP) and Centrum Edukacji Ustawicznej UO (CEU UO).
- b. The student's practice cannot interfere with college activities.
- c. More than one professional internship may be practiced if their total duration fulfils the number of 240 hours.
- d. The scope of the practice includes, inter alia:
 - a. Familiarizing with the organizational structure of the institution, its documentation and tasks and activities carried out,
 - b. Getting acquainted with the whole work in the institution where the practice takes place,
 - c. Familiarizing with the material and technical activities carried out inside and outside the institution,
 - d. Other activities agreed by the student with the supervisor that are necessary to achieve the objectives of the practice.

8. Conditions for obtaining the practice credits:

- a. achieving the objectives of the practice;
- b. preparation and completion of required documents;
- c. familiarize and follow:
 - a. *Procedura odbywania i dokumentowania praktyk studenckich (SDJK-O-U11) [The procedure for conducting and documenting student practices (SDJK-O-U11)],*
 - b. *Regulamin Zakładu Praktyk oraz organizacji obowiązkowych praktyk studenckich [Regulations of the Department of Practices and the organization of compulsory student practices],*
 - c. *Regulaminem organizacji i przebiegu praktyk zawodowych Wydziału Nauk o Polityce i Komunikacji Społecznej [Regulations for organizing and conducting professional practices of the Faculty of Political Science and Social Communication].*