Program of vocational student internships

University	Vistula University
Faculty	Art, Technology and Communication
Field of study	Computer Science
Specialty	1. Information systems engineering 2. Engineering of cybersecurity and computer networks 3. Internet technology engineering 4. Database engineering
Level of study	First Degree Studies (recruitment 2020/2021)
Degree profile	Practical
PROGRAM OF VOCATIONAL STUDENT INTERNSHIPS	
Legal basis for internships completion	
1. The Act of 20 July 2018 - Law on Higher Education (Journal of Laws 2018 item 1668, as amended), 2. Order No. 1/04/2020 of the Rector of Vistula University in Warsaw of 1 April, 2020 regarding the introduction of the Terms and Conditions for Vocational Student Internships at Vistula University in Warsaw, 3. Terms and Conditions for Vocational Student Internships at Vistula University in Warsaw, 4. Terms and Conditions of Study at Vistula University in Warsaw, 5. Education program.	
Type and duration (number of weeks and hours) and year / semester of study	
Duration of internship - 6 months (6th semester - 375 hours, 7th semester - 375 hours); Total 750 hours	
Place of internships **(type of host institution, department/s)**	
✓ Company, public administration institution, enterprise, non-profit organization or any other (e.g. University) of an IT profile ✓ IT department of the abovementioned company	
Objectives **(divided into areas, e.g. theoretical knowledge / practical skills / social competences)**	
Objectives in the area of **knowledge**: • Consolidation of knowledge obtained during studies	

- Acquainting the student with the specificity of the professional environment corresponding to the future jobs of IT graduates

- Understanding the functioning of the organizational structure of an enterprise having an IT profile or a department of an enterprise / local government institution dealing with IT services

Objectives in the area of **skills**:

- Consolidation of skills acquired during studies
- Developing specific professional skills related to the place of internships
- Developing entrepreneurship as well as gaining experience and skills required in the labour market

Objectives in the area of **social competences**:

- Developing competences appropriate to the field of Computer Science studies

- Acquainting the student with the specificity of the professional environment corresponding to the future jobs of IT graduates

- Developing the skills of effective communication in the organization
- Developing teamwork skills

Intern's tasks and duties

The basic **task** of the internship participant is to achieve the intended objectives of the internships and achieve the assumed learning outcomes in all areas, in accordance with the specialty.

1. Health and safety training, in particular provisions on working with the computer.
2. Acquainting the student with the obligations to observe state and company's confidentiality, the Labour Code and the internal regulations of the workplace.
3. Acquainting the student with the company's operating procedures.
4. Acquainting the student with the scope of duties and the specificity of IT work.
5. Acquainting the student with the IT infrastructure, technology and topology of the computer network, operation of the server room.
6. Acquainting the student with the helpdesk.
7. Student participation in installing new or updated software versions.
8. Student cooperation in the maintenance of websites, e-mail and other services found in the enterprise.
9. Acquainting the student with the organization of the website and periodic reviews.
10. Acquainting the student with computer-assisted marketing activities carried out in the company.
11. Student participation in configuring and administering a computer network.
12. Cooperation in creating software and developing documentation.
13. Cooperation in creating software usage instructions.
14. Getting to know the structure of the database, data processing and data protection. Cooperation in archiving data.
15. Participation in the work of the IT department.
16. Performing an independent engineering task and accounting for the implementation

of this task, used or offered by the enterprise
The intern's **duties** are set out in **§9 of the Terms and Conditions of Vocational Student Internships** of Vistula University.

Basis and conditions for crediting internships
The basis and conditions for crediting the internship are specified in **§12 and §13 of the Terms and Conditions of Vocational Student Internships** of Vistula University.

Regulations regarding exemption from internships, failing to complete internships, dismissal from internships
The basis and conditions for failing the internships and dismissal from internships are specified in **§12 and §13 of the Terms and Conditions of Vocational Student Internships** of Vistula University.