

**Attachment No. 7:**

**Regulations of professional internships of students of the Institute of Journalism and Management of the Catholic University of Lublin (full-time first-cycle studies) for Journalism and social communication for cycle 2022/2023**

**Characteristics of practices**

Internships for students of journalism and social communication (full-time first-cycle studies) are covered by the third-year study program of 120 hours. Students undergo internships in various Host Institutions, where the student-apprentice will be able to implement and achieve the intended learning outcomes. Host Institutions are determined in terms of the student's interests and planning a professional development path.

**Objectives of the apprenticeship:**

1. familiarizing students with the practical aspects of the exercise of their future profession;
2. confronting theoretical knowledge with the problems of functioning of institutions in which they will be able to work in the future;
3. consolidation of knowledge and skills acquired in the course of studies, primarily in the field of journalistic workshop;
4. improvement of forms of journalistic expression;
5. improving tools and techniques for creating and promoting the image of the institution;
6. establishing closer contact with an institution that may become a place of future employment;
7. activation of students in the journalistic environment, as well as on the labor market

**8. Learning outcome for Internship**

Learning outcome symbol	<b>Course-specific learning outcomes</b>
	<b>Skills: the Graduate can</b>
K_U01	Properly choose information sources, independently reach information sources, select information due to their suitability for a specific theoretical or practical purpose
K_U02	Use advanced information and communication techniques to solve specific practical problems

K_U03	Use acquired knowledge to solve tasks typical for professional activities related to journalism, promotional and advertising activities and social communication
K_U05	Communicate using basic specialized terminology characteristic of journalism and media studies, correctly use this terminology in discussions, negotiations and written assignments
K_U08	Cooperate with other people in the execution of typical tasks in the field of journalism and promotional and advertising activities as well as media studies, propose specific solutions and perform tasks arising from the role assigned in the team
K_U09	Independently acquire knowledge and expand professional skills related to the selected sphere of media and media-related activities as well as plan and implement the learning process
<b>Social competences: the Graduate is ready to</b>	
K_K01	Critically assess his/her knowledge and received content, formulate and justify his/her own assessments
K_K02	Use the media as a source of information about social life and culture, and as a tool to influence social and cultural processes serving the common good and public interests
K_K03	Think and act in an entrepreneurial manner, diagnosing the needs of the closest surrounding and identifying problems that occur in it
K_K04	Comply with the principles of professional ethics and legal regulations in professional work, public activities and communication
K_K05	Solve practical problems independently and in justified cases with the help of an expert

**Students of journalism and social communication can do internships at the following institutions:**

- in the media agendas of the Catholic University of Lublin: University Media Centre, University Radio KUL, TV KUL
- in the media (TV and radio stations, magazine editors),
- in online media: Internet portals, social networks,
- in *public relations* agencies, advertising agencies, promotion offices,
- in the offices of press officers,
- in local government institutions and government administration,
- in non-governmental organizations, associations and foundations,
- in cultural institutions,
- in institutions and enterprises where there is a need to create the company's image and communication with the social environment

**Mode of internship:**

Internships can take place in two forms:

- in the form of continuous/holiday practice of 120 hours, i.e. not less than 3 working weeks

- in the form of mid-year practice during the period of teaching activities in the amount of 120 hours freely spread over time, provided that the implementation of the internship does not interfere with the didactic activities provided for in the study program.

- the possibility of completing 20 hours of internships for active members of student agendas (Passion TV, "Something New", DiZ Scientific Club) based on the written opinion of the Agenda Supervisor

### **Internship Regulations:**

- Student internships are an integral part of the educational process and are subject to credit.
- Student practice is carried out on the basis of *the Agreement on the organization of practice* concluded between the John Paul II Catholic University of Lublin (represented by the Internship Supervisor) and the Organizer of Internships – host institution.
- The contract shall be drawn up in 2 copies. The first copy shall be deposited at the Internship Supervisor, the second one is given to the Internship Organizer – the Host Institution.
- *The agreement on the organization of internships* is prepared and signed by the Internship Supervisor according to the template. The model of *the Agreement for the implementation of the internship* is specified in Annex 1 to the Regulations. It is the student's duty to present the contract for signature to the person representing the Organizer of the Internship – the Host Institution.
- The Host Institution is obliged to sign a declaration – *Certificate of Admission to the Internship*, proving the readiness to accept the Trainee for the purpose of his or her internship.
- After completing the internship, the Host Institution is obliged to sign *the Certificate of Internship* and issue an opinion about the person doing the internship.
- It is the responsibility of the Host Institution to train the student-apprentice in the scope of familiarizing him with the company's work regulations, with the provisions on occupational health and safety, with the provisions on maintaining state / or business secrecy, with the provisions on the protection of personal data.
- It is the responsibility of the Host Institution to appoint an Apprentice Mentor – a person who will be responsible for organizational and substantive supervision over the practice in accordance with the assumed learning outcomes.
- The apprentice student has the right to independently propose a place of internship.
- The student-trainee undergoes an internship of 120 hours.
- The nature and date of internships may be changed in exceptional cases by the Deputy Dean for Student Affairs and Education after a positive opinion by the Internship Supervisor.
- In the event that the student does not find a place for the internship, the Internship Supervisor is obliged to help the student in finding the place of internship.
- The Internship Supervisor may include the student's professional work as an internship if the professional work enables the student to implement the learning outcomes specified in the Regulations.

- Internships can be carried out both on the territory of the Republic of Poland and abroad.
- In the case of an internship outside the Republic of Poland, the student-apprentice is obliged to provide documentation of the internship translated into the language of the Polish by a sworn translator.
- Passing the internship consists in an individual conversation of the Internship Supervisor with the student about the internship, verification of documentation confirming the internship: (agreement with the Host Institution, certificates of admission to the internship and internship, correctly completed internship diary).
- The university does not reimburse the student for any costs for compulsory internships.

### **Conditions for passing internships:**

The condition for passing the internship by the student is:

1. Completion of the internship within the set deadline (internships are credited after the fifth semester of undergraduate studies).
2. Submission and acceptance of documents (agreement with the Host Institution, certificate of admission and completion of internships, correctly completed internship diary) by the Internship Supervisor and opinion about the Internship issued by the Institution accepting the student for internships.
3. The entry of the internship in the index is made by the Internship Supervisor within the prescribed period after meeting the conditions for completing the internship.
4. Failure to pass the internship is tantamount to the need to repeat it and not pass the semester.
5. Crediting part or all of the internship with other professional activity (volunteering, internship, professional work) carried out during the studies:
  - a) is possible, after the Supervisor confirms the practices provided for in the Regulations of practices of learning outcomes; on the basis of issued by the Institution:
    - certificates of volunteering/internship,
    - and the scope of activities / scope of duties / schedule of performed activities.

In the case of professional work, the student is obliged to present an employment contract and the scope of duties.

6. The student presents the ORIGINAL CERTIFICATE. The Certificate should contain information about the place of internship, the period of its implementation (from... to...), the general hourly rate, with an hourly range during the day in which the student was on an internship.

### **Duties of the Apprentice:**

1. The Student Trainee is obliged to appear at the Previously appointed date to the Host Institution for internships.

2. The Student Trainee should present to the representative of the Institution Receiving the Agreement and the Certificate of Admission to the Internship.
3. Student Trainee is obliged to participate in the mandatory OHS training.
4. The Student Trainee is obliged to comply with the principles of professional secrecy and protection of classified information and protection of data confidentiality to the extent specified by the Host Institution
5. Student Trainee is obliged to have current insurance.
6. The Trainee Student is obliged to be informed by the Internship Mentor about the scope of his duties.
7. Student Trainee is obliged to be present on the days designated for the internship.
8. Student Trainee takes an active part in the implementation of entrusted tasks.
9. Student Trainee is obliged to reliably and systematically document the course of internships in the internship diary.
10. Student Trainee after completing internships in the Host Institution is obliged to present to the Supervisor of Internships all required documents signed by a representative of the Host Institution.
11. Student Trainee should proudly represent the John Paul II Catholic University of Lublin and take care of its good name.

#### **Rights and obligations of the Host Institution:**

- The Host Institution has the right to inform the Internship Supervisor about the course of the internship.
- The Host Institution, in the event of failure to fulfill the obligations of the student-apprentice or failure to appear at the internship within the indicated period, has the right not to sign the documents presented by the student-apprentice.
- The Host Institution is obliged to appoint an Apprentice Mentor
- The Host Institution is obliged to provide the student -apprentice with safe and hygienic conditions for internships in accordance with the provisions of the Labor Code.
- The Host Institution is obliged to sign all documents (contract, certificate of admission and internship, internship diary) if the student-apprentice has fulfilled all his obligations.
- The Receiving Institution is obliged to inform about the termination of the contract with the Catholic University of Lublin if such circumstances arise.

#### **Duties of the Internship Mentor:**

- The Host Institution appoints a Practitioner Mentor.
- The Internship Mentor is responsible for organizational and substantive supervision over the practice in accordance with the assumed learning outcomes.
- The Internship Mentor is the coordinator of all student-apprentice work

- The Internship Mentor may report to the Internship Supervisor in possible conflict situations.
- The Internship Mentor issues an opinion about the student-apprentice after completing the internship.

**AGREEMENT**  
**o organization of student internship**

Included on ..... between:

**John Paul II Catholic University of Lublin** in Lublin, Al. Raławickie 14,

represented by .....

(function, name and surname)

hereinafter referred to as KUL

a

.....

..... represented by

(name, address)

.....,

(function, name and surname)

hereinafter referred to as the Receiving Institution.

§ 1

1. On the basis of this agreement, KUL is directed to the student's professional practice:

.....

(name, field of study, album number)

- The internship will be performed on the premises of the Host Institution under the direction of a designated Trainee Mentor.
- This agreement is concluded for a period from..... into.....

§ 2

1. The Host Institution undertakes to:

- appointing an Apprentice Mentor, i.e. a person responsible for organizational and substantive supervision over the practice in accordance with the assumed learning outcomes,
- ensuring an appropriate place for the implementation of internships,
- familiarize the Trainee with the provisions on the protection of professional secrecy and with the provisions on occupational health and safety,
- enabling the Internship Supervisor on behalf of the Catholic University of Lublin to exercise didactic management over the practices and control over their course,
- issuing a certificate confirming the student internship in accordance with the applicable model.

1. KUL undertakes to:

- developing an internship program and familiarizing the student with it,
- preparation of learning outcomes that the Trainee should achieve during the internship,
- presentation of the host institution's apprenticeship program, supervise and credit practices.

§ 3

1. Student internship is free of charge.
2. KUL declares that the Trainee is obliged to comply with the generally applicable regulations and internally applicable regulations at the Catholic University of Lublin, in particular to have accident insurance during the internship.

§ 4

Matters not governed by this Agreement and arising in the course of the practice shall be determined by the parties by agreement.

§ 5

In a situation where one of the Parties fails to comply with its obligations under this Agreement, the other Party, after requesting and setting its 7-day deadline to remove violations, may terminate the agreement with immediate effect.

§ 6

The Host Institution may request the KUL to dismiss the Trainee from the practice in the event that he grossly violates the discipline of work, including when he does not perform the tasks resulting from the internship program.

§ 7

The contract was drawn up in two identical copies, one for each of the parties.

Stamp and signature of the representative Host Institution		Stamp and signature of the representative John Paul II Catholic University of Lublin
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