



Student's internship program

Bachelor Program in Finance and Accounting (KIBS)

Goals of internship: provide students with the opportunity for getting career-related work experiences which allow to apply and develop knowledge acquired through the study program in a working environment of the selected organization (public administration, private sector, non-governmental organizations, self-employment or other). Students gain experienced-based knowledge of general and specific type, familiarize themselves with attractiveness of different career paths and develop valuable network of contacts. The internship may constitute an opportunity to conduct empirical research for the preparation of the bachelor project.

Duration of internship: at least three weeks after three semesters of studies.

Mode of assessment: after completing the internship, student is required to prepare an Internship report, where the tasks performed during the internship and other important achievements should be described. The internship report should refer to the learning outcomes designed for Bachelor Program in Finance and Accounting (KIBS), which are listed below. Before the submission, the report must be approved and confirmed by the representative of the organization, where the internship was held. Rector's proxy for student internships is responsible for assessment and final acceptance of the internship.

Internship's description

1. Meeting with a representative of the selected organization (mentor), where the internship will be held, discussion regarding the internship program, scope of responsibilities and tasks to be performed during the internship.
2. Studying internal organizational regulations available at the workplace. Analyses of the organizational structure, processes and procedures, mission and the strategy, organizational culture and styles of management, structure of employment, relations with stakeholders and various financial documentation, which gives an insight into financial condition and financial management process in the organization.
3. Performing the tasks according to the internship program in one of the organizational units (sales, accounting, finance, production) under the supervision of a representative of the organization. The critical part of the internship constitute active critical reflections on what student is learning throughout the experience.



4. Receiving a final feedback from a representative of the organization.
5. Preparing an Internship report.

Learning goals

- Student has gained knowledge about practical aspects of functioning of an organization on the domestic and foreign markets with a special emphasis on finance/accounting management in public administration, private sector, non-governmental organizations, self-employment and other.
- Student has gained knowledge about finance management /accounting in a chosen area.
- Student has gained knowledge about performing specific tasks and has developed problem identification and problem solving skills in finance management /accounting.
- Student has developed data gathering and processing skills.
- Student has developed additional competences (skills, attitudes) concerning: :
 - a. Team work (including multicultural teams)
 - b. Negotiations
 - c. Communication with environment
 - d. Awareness of responsibility for decisions
 - e. Professional ethics
 - f. Other (what kind?).....



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