

2 Appendix 7 to Resolution No. 27/04/2023 of the Senate of MANS in Warsaw of 26 April 2023 regarding the Senate's opinion on the introduction of the Regulations of Student Professional Internships in the fields of general academic studies at MANS in Warsaw



**INSPECTION CARD  
STUDENT INTERNSHIPS  
MANAGERIAL ACADEMY OF APPLIED SCIENCES IN WARSAW**

1. STUDENT'S NAME .....
2.  
3. ALBUM NUMENR .....
4. DEADLINE FOR THE IMPLEMENTATION OF THE INTERNSHIP .....
5. FIELD OF STUDY .....
6. PROFILE .....<sup>1</sup> .....
7. TYPE OF PRACTICE .....
8. YEAR OF STUDY ..... SEMESTER . .....
9. ADDRESS AND PLACE OF PRACTICE .....
10. NAME AND SURNAME OF THE INTERNSHIP SUPERVISOR IN THE WORKPLACE .  
.....
11. NAME AND SURNAME OF ACADEMIC TEACHER VISITING A MANS STUDENT IN WARSAW  
DURING THE STUDENT INTERNSHIP .....
11. DATE AND CONFIRMATION OF INSPECTION.....

.....  
(legible signature of the company's internship supervisor  
or another authorized person and stamp of the institution)

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<sup>1</sup> General academic or practical profile

## I. INTERVIEW WITH THE COMPANY'S APPRENTICESHIP SUPERVISOR

\* the selected answer YES or NO should be marked in the appropriate table by entering X

Lp.	QUESTIONS	YES*	NO*	COMMENTS
1.	Did the student report to the workplace on the set date?			
2.	Has the student completed all formalities related to the practice?			
3.	Has the student been familiarized with the workplace, the scope of his/her duties and competences, the regulations applicable to all employees (including health and safety regulations, regulations on the protection of official and state secrets, current work regulations), as well as the forms of cooperation required in the relations: entrepreneur - contractor, official - petitioner, superior - subordinate (m.in. by official means, etc.)?			
4.	Has the student become familiar with the forms of cooperation required in the following relations: entrepreneur - contractor, official - petitioner, superior - subordinate, (m.in. by official means, etc.)?			
5.	Has the student become familiar with the different positions in the institution where he or she is practicing?			
6.	Does the student have direct contact with the Internship Supervisor on behalf of the workplace?			
7.	Can a student get help from an Internship Tutor in the implementation of internship tasks?			
8.	Does the student have the opportunity to learn the rules of work organization in force in the institution where the internship takes place?			
9.	Does the student have the opportunity to familiarize himself with the health and safety rules applicable to employees, the provisions on the protection of professional and state secrets, current work regulations?			
10.	Can a student independently / team1) gain experience in performing professional duties? <sup>2</sup>			

<sup>2</sup> Appropriate to highlight

11.	Does the student cope with difficult situations and can solve real professional problems?			
12.	Does the student acquire the skills to plan and analyze their own work and its effects? <sup>3</sup>			
13.	Does the student have the opportunity to improve and consolidate the ability to plan and analyze their own work and its effects? <sup>4</sup>			
14.	Is the student able to make a self-assessment, see his own mistakes, know how to eliminate and correct them?			
15.	Is the student interested and motivated to work in a given institution (e.g. activity, ingenuity, creativity)?			
16.	Does the student observe work discipline (lateness, absenteeism)?			
17.	Does the Internship Supervisor in the workplace positively assess the student's preparation for the implementation of the internship tasks? <sup>5</sup>			
18.	Has the Internship Supervisor read the Student Internship Subject Card for the field of study/specialty studied by the Student?			
19.	Does the Internship Tutor ensure that the Student achieves the learning outcomes specified in the Student Internship Subject Card for the field of study/specialty studied by the Student?			
20.	Does the Internship Supervisor/Employer have any objections to the way students initially contact the institution regarding internships? (e.g. consent to internship, personal culture, etc.)?			
21.	Does the Internship Supervisor/Employer submit postulates regarding the documentation of the course of professional practice?			
22.	Is it possible to continue cooperation in the implementation of internships even at other times?			
23.	Does the Internship Supervisor/Employer make any demands regarding the supervision of students by an academic teacher?			

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<sup>3</sup> Appropriate to highlight

<sup>4</sup> Appropriate to highlight

<sup>5</sup> Appropriate to highlight

24.	Other comments from the Internship Supervisor			
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**II. INTERVIEW WITH A STUDENT CARRYING OUT A STUDENT PROFESSIONAL PRACTICE**

Lp.	QUESTIONS	YES	NO	COMMENTS
1.	Has the student read the Student Internship Subject Card for the field of study/specialty studied by the student?			
2.	Does the Traineeship Tutor ensure that the student achieves the learning outcomes specified in the Student Internship Subject Card for the field of study/specialty studied by the student?			
3.	Does the student keep documentation of internships on an ongoing basis (practice diary)?			
4.	Does the student comment on the implementation of the internship?			
5.	Other student comments			

- How does the student assess the quality of student internships offered by the workplace (should be defined on a scale: 1 – very low, 2 – low, 3 – medium, 4 – good, 5 – very good)

1                      2                      3                      4                      5

- If a rating of 1, 2 or 3 is indicated, explain the reason

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- If a grade of 4 or 5 is indicated, please mention the reasons that have had a particular influence on your choice

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**III. OPINION OF THE SUPERVISOR OF STUDENT INTERNSHIPS, regarding the place of internships, taking into account the fulfillment of the conditions set out in § 7 section 2 of the *Regulations of Student Internships at the Managerial Academy of Applied Sciences in Warsaw in the fields of general academic profile***

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(city, date)

(legible signature of the directional/specialty Supervisor of Internships or an academic teacher indicated by the above-mentioned person, supervising a MANS student in Warsaw during a student internship)