**GUIDELINES**

**FOR THE INTERNSHIP OF STUDENTS IN THE BACHELOR PROGRAMME**

**"INTERNATIONAL ECONOMIC RELATIONS TAUGHT IN ENGLISH LANGUAGE"**

**The aims of the internship:**

* To practice the knowledge acquired during their studies and to solve practical tasks in the field of international business;
* To acquire practical skills.

**Timing and organization of the internship:**

* When: 3 weeks during the period from February to April;
* Where: Institutions, companies and organizations participating in various forms of international economic relations or international business.

**Tasks during the internship:**

* To learn about the business, economic parameters, management structure of the company or functions of the department;
* To get acquainted with the job of the specialists in the company or department;
* To learn about the main operations carried out by the company or the activities carried out by the department;
* To participate in the operational work of the company or department.

**Completion of the internship:**

The internship ends **with submission of an evaluation by the company of the student's work and the defence of an internship report in front of a representative of the "International Economic Relations and Business" department, held in May.**

**Structure of the report:**

**Name, surname, family name and faculty number of the student**

**Name and address of the company and period of the internship**

**Part 1: General information about the company or department:**

* main characteristics, basic economic parameters; management structure

**Part 2: Information about the department of the internship and the work process**

* department and workplace where the internship took place;
* functional characteristics of the department where the internship was conducted;
* job description;
* characteristics of the work process.

**Part 3: List of and brief description of the specific tasks and types of activities, performed by the student**

**Part 4: Specification of:**

* the knowledge that has proven to be necessary for carrying out the assigned tasks;
* missing knowledge and practical skills that have made it difficult for the student to fulfil the assigned tasks.

**Part 5: Student’s recommendations for a comprehensive inclusion of the internship as part of the learning process**

**Number of pages: *5 standard printed pages***