

RULES
INTERNSHIPS
IN THE FIELD OF TOURISM AND RECREATION

§ 1

Scope and form of internships

1. An internship in the field of tourism and recreation (practical profile) should be understood as a period of acquiring experience in the profession provided for in the curriculum, intended for deepening and improving the student's practical skills and social competences in a place designated by the internship organiser.
2. The type of internship corresponds to the specialization pursued by the student. A student of tourism and recreation pursues one selected specialization path.
3. The deadline and duration of the internship, including the number of ECTS credits awarded for its completion, are specified in the study program for the field of Tourism and Recreation.
4. Student internships (hereinafter referred to as internships) in the field of tourism and recreation have the so-called continuous form and are carried out in accordance with the study program.

In the bachelor's studies, the student carries out internships for 5 semesters (from the second to the sixth semester), after completing the internship the student receives 32 ECTS credits. Throughout the semesters the student completes the number of hours indicated in the study program (semester II – 160 hours, semester III – 160 hours, semester IV – 320 hours, semester V – 160 hours, semester VI – 160 hours).

In the master's degree program, the student completes internships for 4 semesters (from the first to the fourth semester), after completing the internship, the student receives 16 ECTS credits. During the semesters, the student completes the number of hours indicated in the curriculum (semester I – 120 hours, semester II – 120 hours, semester III – 120 hours, semester IV – 120 hours).

5. Completing the internship is one of the conditions for completing the semester and ultimately graduating. The student must pass the internship each semester (credit without grade).
6. The Dean for Student Affairs may permit the student to complete the internship at a time other than that specified in the current study program on the basis of a written and justified request from the student. However, the completion of the internship at a different time cannot interfere with the student's fulfilment of the obligations to implement the study program.
7. The internship is carried out on the basis of an agreement concluded between the Academy and the Internship Organizer.
8. The agreement is signed by a person representing the organizer of the internship and on behalf of the Academy, on the basis of a power of attorney granted by the Rector of the Academy of Tourism and Hotel Management in Gdańsk – the Internship Coordinator.
9. After signing the agreement, one copy of it is kept with the Internship Coordinator, who is obliged to keep the Register of Internship Agreements. The second one is given to the internship organizer.
10. The period of storage of agreements and annexes and the manner of their archiving are specified in the archival instruction in force at the Academy.

§ 2

Objectives of the internship

The basic goal of the internship, which is also its framework program, is to achieve the learning outcomes resulting from the study program (which are specified in the subject card for internships).

Student internships are aimed at:

1. broadening the knowledge gained during studies and developing the ability to use it in practice (practical skills and social competences),
2. shaping practical skills and social competences necessary in future professional work means understanding the specifics of the professional role through direct experience of working in a team, as well as preparing the student for independence and responsibility for the tasks entrusted to him/her,
3. creating conditions for the professional activation of students on the labor market, as well as:
 - familiarizing students with the general principles of work in selected institutions, such as: hotels, restaurants, travel agencies, tourist agencies, tourist transport companies,
 - broadening the knowledge of foreign languages,
 - gathering materials, data and information for the preparation of the thesis.

§ 3

Coordination of internships in the field of tourism and recreation

and the responsibilities of the internship coordinator and supervisors

1. The supervisor of the student internships is the Dean for Student Affairs who cooperates with the Internship Coordinator in managing and coordinating the course of internships.
2. Administrative support for internships is provided by the Internship Coordinator, who cooperates with the Dean for Student Affairs.
3. The responsibilities of the Internship Coordinator include:
 - familiarizing themselves with the applicable rules for the organization of internships, including in particular the regulations for internships in the field of tourism and recreation and with the current templates of internship documentation (including, in particular, the internship logbook, the protocol concerning internship evaluation),
 - cooperation with the Dean for Student Affairs in the organization of internships, including in particular participation in meetings concerning the organization of

internships in the field of tourism and recreation and the organization of a mandatory information meeting for students (at the beginning of each academic year),

- informing the Dean for Student Affairs about any irregularities related to both the organization and the course of the internship,
- updating (once per academic year) the list of institutions where students can carry out internships,
- concluding agreements with entities hosting students for internships, drawing up agreements according to current templates and keeping the Register of Internship Agreements,
- adapting, together with the internship organizer, the internship program to include issues arising from the activity profile of the internship organizer,
- resolving, together with the internship organizer, matters related to the organization and course of the internship,
- collecting, storing and archiving all documentation of the course of internships,
- submitting to the Dean for Student Affairs a report on the internship along with an evaluation of its course, with the written report on the internship course to be submitted by 30 October each year,
- didactic and educational supervision and control of the internship course (see below),
- familiarizing students with the internship program, at least one month before its commencement, indicating the type of internship, its start date and duration, the rules, the mode of completion and the criteria for completing the internship,
- issuing referrals to carry out internships to students in accordance with the applicable templates,
- settlement of the student's account for the implementation of the internship program, making an appropriate entry in the student record book (crediting the internship),
- ensuring compliance of the course and number of teaching hours of the internship with its program,
- supporting students in their search for an internship (providing help and advice to students regarding internship),
- staying in touch with students doing internships, including in particular responding to e-mails at least once a week outside of the period of vacation,

4. The substantive care of the intern in the workplace is provided by the Intern's Supervisor, who cooperates with the Internship Coordinator.
5. The responsibilities of the Intern Supervisor include, in particular:
 - preparation of the workplace for the intern,
 - defining and accepting, together with the intern, an internship schedule that will be related to the field of study and the learning outcomes assigned to the internship,
 - observing and controlling the working time of the intern,
 - familiarizing the intern with the applicable working conditions,
 - assigning tasks to be performed to the intern on an ongoing basis and supervising the course of the work performed,
 - providing guidance and assistance to the intern in the fulfilment of the assigned tasks,
 - certifying with one's own signature the information contained in the intern log book,
 - informing the Internship Coordinator about the course of the internship, including in particular any difficulties and irregularities.

§ 4

Student's responsibilities in the internship process

1. In particular, a student undergoing an internship is required to:
 - deliver the Agreement to the Internship Coordinator,
 - deliver a completed Internship Logbook, necessary to pass the internship and
 - perform the required medical examination (if the internship organizer requires it), report to the place of internship on the appointed date.
2. The student undertakes to complete the internship in accordance with the established program, and also to:
 - comply with the rules of internship specified by the Academy,
 - comply with the order and discipline of work established by the internship organizer,
 - comply with health and safety and fire protection rules,
 - comply with the principles of personal data processing GDPR,

- comply with the rules of maintaining professional and state secrecy and protection of data confidentiality to the extent specified by the practice organizer.
3. In the event of a student's failure to perform the duties related to the implementation of the internship, the Internship Coordinator (also the Dean for Student Affairs) may refuse to credit the internship.

§ 5

Criteria for choosing an internship location

1. The internship may take place in a business entity or institution of the student's choice, in the country or abroad, whose profile of activity enables the student to achieve the goals described in § 2.
2. Students can use the workplaces with which the Academy has signed an agreement or look for a place to do internships on their own, the student's independence in this respect should be considered as an important element of the implementation of one of the basic goals of the internship – starting independent professional activity of students on the labor market.
3. When looking for a place to do an internship, a student should be guided primarily by the specialization paths described in § 1. The student may take into account the list of institutions prepared by the Internship Coordinator and the lists of institutions with which the Academy has concluded appropriate cooperation agreements in the field of internships.
4. The internship coordinator on behalf of the Academy provides the student with support in determining the place of the internship, and the student who has a problem with finding an institution on his or her own is obliged to contact him immediately.
5. One of the criteria for choosing the place of the internship is the evaluation of the place by the Internship Coordinator.

The rating scale is as follows:

- 0 TOURISM OPERATOR DOES NOT MEET A GIVEN CRITERION
- 1 TOURISM OPERATOR PARTIALLY FULFILS THIS CRITERION
- 2 TOURISM OPERATOR MEETS THE CRITERION

Interpretation of the evaluation results:

SCORE: 9 - 12 TOURISM BUSINESS ENTITY MEETS REQUIREMENTS

SCORE: 7 - 8 TOURISM BUSINESS ENTITY CONDITIONALLY MEETS REQUIREMENTS

SCORE: 0-6 TOURISM BUSINESS ENTITY DOES NOT MEET REQUIREMENTS

§ 6

Conditions for crediting the internship

1. In order to pass the internship, the student must submit a completed Internship Log (after each semester) and an internship agreement. Documents filled in incorrectly (lack of stamps, signatures, dates, inconsistent dates) or missing documents (lack of opinion of the internship supervisor, etc.) are returned to the student for completion or correction. The Internship Coordinator (or Dean for Student Affairs) will not confirm the completion of the internship until corrected or completed documents are provided.
2. The student is obliged to submit the Internship Journal and the Internship Agreement to the Internship Coordinator and to fill in the appropriate fields related to the internship: the place of the internship and its duration.
3. Completion of the internship is confirmed by entering the appropriate grade (credit) and the appropriate number of ECTS credits. Completion of the internship is entered into the Academy System and specified in the diploma supplement.
4. The student is obliged to conduct an interview with the Internship Coordinator about the internship carried out. Finally, the Dean for Student Affairs credits the internship.

§ 7

The Framework of Internship Program

1. §2 of the Regulations specifies that the basic objective of the internship is to achieve the learning outcomes resulting from the study program (specified in the course card for internships).

2. Learning outcomes resulting from the first-cycle program in the field of tourism and recreation, which should be achieved by the student during the internship at the Bachelor's degree program:

W1: The student has knowledge of various organizational solutions used in the tourism and recreation industry

W2: Student is familiar with the principles and specifications of the various entities and markets in the field of tourism and recreation

U1: Has the ability to recognize the needs of different groups of clients for tourism and leisure activities

U2: Can communicate with the client and justify his/her point of view using industry-appropriate terminology

U3: Independently plans and organizes his/her work and the work of the team

U4: Uses acquired knowledge and skills in the field of tourism and recreation practical activities.

K1: Understands the importance of knowledge in solving practical problems in the tourism and leisure industry.

K2:Fulfills social obligations, works in a team in an entrepreneurial way

K3:The student applies the principles of professional ethics in the field of providing tourism and leisure services.

Educational content that the student should explore during the internship at the first-cycle studies:

1. Familiarization with the structure and organization of the internship place.
2. Familiarization with the legal basis of the activity, depending on the nature of the facility. Health and safety rules.
3. Familiarization with the types of services provided in a given facility and the scope of duties depending on the workplace held.
4. Involvement in the organization and implementation of specific tasks according to the recommendations of the internship supervisor.
5. Familiarization with the rules of preparing a tourist offer and a recreational offer depending on the place of practice. Independent performance of tasks when the tutor decides that the student is ready to perform them.
6. Establishing contact with clients selected by the internship supervisor, who the student will be able to take care of individually, if the supervisor allows it,
7. Familiarization with the types and rules of preparing correspondence to different recipients (customers, service providers, co-workers, partners, etc.).

8. Participation in the life of the workplace (team meetings, briefings, community meetings, etc.)
9. Performing activities at individual workstations at the request of the internship supervisor.

3. Learning outcomes resulting from the second-cycle program in the field of tourism and recreation, which should be achieved by the student during the internship in the Master's program:

W1:Has knowledge of the advantages and disadvantages as well as the determinants of various solutions

W2:Knows the principles of effective communication with the business environment

U1: Can create and select tourist/recreational products taking into account the customer's needs

U2: Can communicate with different groups of customers

U3:Has organizational skills to plan and handle tourism/leisure activities

U4:Has the ability to use the acquired knowledge in the field of tourism and recreation and use it in the course of work

K1: The student is able to critically evaluate his/her own knowledge and understands the importance of knowledge in solving practical problems in the tourism and recreation industry

K2: The student interacts and works in a team, taking on different roles

K3: The student applies the principles of professional ethics in the provision of tourism and recreational services.

Educational content that the student should explore during the internship at the second-cycle studies:

Educational content that the student should explore during the internship:

1. Getting to know the different organizational forms in the tourism and recreation industry
2. Establishing contact with clients selected by the internship supervisor, who the student will be able to take care of individually, if the supervisor allows it.
3. Creating personalized offers and packages of tourist and leisure offers depending on the place of practice. Performing tasks independently when the tutor decides that the student is ready to perform them.
4. Involvement in the organization and implementation of specific tasks according to the recommendations of the internship supervisor.

5. Performing activities at individual workstations at the request of the internship supervisor.
6. Getting familiar with the types and rules of preparing correspondence to different recipients (customers, service providers, co-workers, partners, etc.).
7. Performing activities at individual workstations, e.g. operating reservation systems in hotels and travel agencies, designing tourist products, customer service.

4. If the host institution expects a more detailed program, the student should develop it in cooperation with the internship supervisor at the place of internship and the Internship Coordinator. In doing so, they should be guided primarily by the feasibility of implementing the framework program along with the learning outcomes specified in § 7 and the areas in accordance with the specialization path.

§ 8

Final provisions

The Academy does not reimburse the Student for the costs of the internship.

Attachments:

Appendix 1 - Practice Log

Appendix 2 – Referral for Internship

Annex 3 – Agreement on Internships

Appendix 4 – Workplace Qualification Sheet for Internships – Assessment Criteria

Annex 5 – Internship Observation Report

Appendix 6 - Student Internship Evaluation Form