Instruction

To properly complete and pass the internship, please follow the instructions below.

Before the Internship

1. Familiarise yourself with the rules regarding the completion of an internship at the Institute of English Studies of the Faculty of Modern Languages at the University of Warsaw (**doc1**) available at the website:

   https://moodleangli.wn.uw.edu.pl/course/view.php?id=655

   Then, fill out **doc2**: the declaration of having familiarised oneself with those rules; the declaration of being obliged to keep the Internship Record, and the declaration of giving consent to the processing of personal data. Sign the document and upload a scan to the Institute's Moodle page:

   https://moodleangli.wn.uw.edu.pl/course/view.php?id=656

2. Choose a Company/Institution: search on your own or use the database with offers provided by the Institute of English Studies/the Faculty of Modern Languages/University of Warsaw. Get in touch with the chosen Company/Institution so that that can assign you an internship supervisor.

3. Agree upon the General Internship Programme (**the first part of doc4**) with the internship supervisor from the Company/Institution. Then, obtain acceptance for this programme by contacting the internship supervisor at the Institute of English Studies (m.kisielewska@uw.edu.pl).

4. Fill out the Referral to an Internship form (**doc3**) and send it via e-mail to the internship supervisor at the Institute of English Studies along with **doc4** (m.kisielewska@uw.edu.pl). After obtaining acceptance for the programme, you will be sent an e-mail with the Referral form, signed by the internship supervisor.

During the internship

5. During the internship retain the Internship Record (**doc5**). It has to be signed both by the student as well as the internship supervisor from the Company/Institution.

After the internship

6. Print out and fill out the Certificate of Internship Completion (**the second part of doc4**). The document must be signed by an authorized person from the institution in which you completed your internship. Upload **the entire doc4** (both parts filled out) to the Moodle page (see point 8 below).

7. Complete the survey regarding the internship/internship supervisor evaluation (**doc6**)

8. **Upload the complete set of documents (doc2**, **doc3** signed by the supervisor, **doc4**, **doc5**, **doc6**) **to the Moodle page**, within two weeks of finishing the internship.

   https://moodleangli.wn.uw.edu.pl/course/view.php?id=656

   Inform the internship supervisor about it, either in person at the Institute or via e-mail.

   !!! **Add your name and surname to the title of every document, e.g. 2_Declarations to sign_Surname_Name that is 2_Declarations to sign_Smith_John, etc.**

   Completing the internship based on employment, running one's own business, or other forms of activity.

9. Students can obtain credit based on employment or the running of their own business. The Request for Internship Credit (**doc7**) along with other documents must be submitted to the internship supervisor. During the employment students are required to maintain similar documentation as during internships. The application will be reviewed within 2 weeks of submission.

Completing the internship

10. Internship completion, after verification of documents and a discussion with the internship supervisor, will be entered into the USOS system.