

Course Syllabus**I. General Information**

Course name	Practical placement
Programme	Informatics
Level of studies (BA, BSc, MA, MSc, long-cycle MA)	BA
Form of studies (full-time, part-time)	full-time
Discipline	Informatics
Language of instruction	english

Course coordinator	Rafał Lizut
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Type of class (<i>use only the types mentioned below</i>)	Number of teaching hours	Semester	ECTS Points
lecture			4
tutorial			
classes			
laboratory classes			
workshops			
seminar			
introductory seminar			
foreign language classes			
practical placement	120	V	
field work			
diploma laboratory			
translation classes			
study visit			

Course pre-requisites	The knowledge of the content of the basic and the specialization courses from the curriculum. Completing the third semester
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II. Course Objectives

Verification of theoretical knowledge acquired during the course of studies and supplementing the knowledge with the practical application of the acquired skills (analytical, project- and programming - related)
Learning basic methods, forms and work tools, organization and work planning as well as preparing documentation

III. Course learning outcomes with reference to programme learning outcomes

Symbol	Description of course learning outcome	Reference to programme learning outcome
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KNOWLEDGE		
W_01	Acquiring basic understanding of organizing and functioning of the work place	K_ W07, K_ W08
W_02	Petrification of knowledge concerning abiding work, safety work hygiene, fire codes; professional and state secrecy	K_ W07, K_ W08
W_03	Acquiring knowledge on the organizational structure and the regulations of the work place	K_ W07, K_ W08
W_04	Acquiring knowledge on practical implementations of IT	K_ W07, K_ W08
SKILLS		
U_01	Knows how to use basic OSs and utility software application packages	K_U01, K_U02
U_02	Can obtain and employ information in order to solve particular IT problems utilizing technical documentation, help files, internet resources and available literature	K_U01, K_U02, K_U04, K_U17
U_03	Can use IT technical terminology	K_U04
SOCIAL COMPETENCIES		
K_01	Can establish priorities in the realized IT project	K_K01, K_K02, K_K03, K_K04, K_K06
K_02	Can communicate in the professional environment utilizing various means	K_K01, K_K02, K_K03, K_K04, K_K06

IV. Course Content

EHS regulations: - familiarizing student with environment, health and safety regulations, fire safety regulations in a workplace and at a workstation
- familiarizing student with the duty to abide professional and state secrecy, employment code, internal and external regulations of the workplace IT:
- familiarizing student with organizational and IT structure of the company
- familiarizing student with production structure, management techniques and the forms of work organization
- familiarizing student with the level and the scope of implementation of IT solutions in the employing company
- familiarizing student with technology and topology of the computer network as well as operation of servers
- familiarizing student with the scope of duties and specificity of an IT specialist work in a company
- familiarizing student with computer-aided marketing operations
- participation in works of the IT department:
a. maintenance of computer equipment
b. installing new and updating all software
c. creating software, preparing documentation and manuals
d. computer graphics, computer image processing
e. maintenance and updating WWW servers of the company
f. backing-up data
g. system design
h. network design and modernization
i. database maintenance

- j. computer modeling
- k. computer diagnostic systems
- l. other activities as long as they correspond to the aim of the practical placement

V. Didactic methods used and forms of assessment of learning outcomes

Symbol	Didactic methods (choose from the list)	Forms of assessment (choose from the list)	Documentation type (choose from the list)
KNOWLEDGE			
W_01	Guided practice	Internship journal/Employer opinion	Internship journal
W_02	Guided practice	Internship journal/Employer opinion	Internship journal
W_03	Guided practice	Internship journal/Employer opinion	Internship journal
W_04	Guided practice	Internship journal/Employer opinion	Internship journal
SKILLS			
U_01	Guided practice	Internship journal/Employer opinion	Internship journal
U_02	Guided practice	Internship journal/Employer opinion	Internship journal
U_03	Guided practice	Internship journal/Employer opinion	Internship journal
SOCIAL COMPETENCIES			
K_01	Guided practice	Internship journal/Employer opinion	Internship journal
K_02	Guided practice	Internship journal/Employer opinion	Internship journal

VI. Grading criteria, weighting factors

Completion of the placement on the basis of the time served determined by the regulations of practical placement and on the basis of positive opinion of the institute's placement supervisor

VII. Student workload

Form of activity	Number of hours
Number of contact hours (with the teacher)	30
Number of hours of individual student work	120

VIII. Literature

Basic literature
Additional literature