

1.	Field of study	Administration
2.	Faculty	Faculty of Law and Administration
3.	Academic year of entry	2024/2025 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	full-time

7.	General information about the module		
Module name		Practices	
Module code		prak_a1_06	
Number of the ECTS credits		4	
Language of instruction			
Purpose and description of the content of education		<p>The purpose of the module is to familiarize students, on the one hand, with the organizational and substantive foundations of administrative work in various formulas (places of employment). On the other hand, the purpose of the internship is to make the theoretical knowledge that students acquire in the course of the implementation of individual subjects more realistic. Two variants of the implementation of internships are possible: in the first, the student first gets acquainted with the practical aspects of the work (in the course of the internship), and only then, in the course of the study, learns in depth about the various procedures and substantive laws. In such a situation, the overriding value of the internship is to make the student's perceptions more realistic with the actual conditions of the chosen internship site and to help narrow the fields of further specialized education and directions. The opposite situation is also possible, the student goes to the internship only after passing the procedures and substantive regulations appropriate to the internship site, it is a place "aimed" at his established interests. Then he gets the opportunity to "immerse" himself in the matter he considers his educational priority. Both variants have their didactic justification and cognitive value. Although the second variant is more popular, the practical familiarization with legal procedures before their implementation in the course of study is a valuable facilitation for the student: it not only makes his ideas more realistic, but also familiarizes him with the basic procedural institutions in a practical and accessible way (he knows, for example, what a decision looks like, and does not have to learn its individual elements by heart). The module also aims to familiarize students with the standards of work in administrative bodies, with the social and communication requirements of individual institutions, as well as their service pragmatics.</p>	
List of modules that must be completed before starting this module (if necessary)		not applicable	

8.	Learning outcomes of the module			
Code	Description	Learning outcomes of the programme	Level of competenc (scale 1-5)	
K01	has the ability to communicate properly, to take action effectively and in accordance with the applicable law in the course of administrative proceedings. Is able to communicate with the public, with non-specialists in the field	K_K01	5	
		K_K02	5	
		K_K03	5	
		K_K04	4	
U01	is able to identify, interpret and predict the phenomena affecting the application of legal regulation and evaluate their impact on the resolution of an individual case, using the principles of logic and his own life experience	K_U01	5	
		K_U07	5	

U02	is able to argue and justify decisions made in various areas of administration (on the basis of a specific set of information made available to him on a given issue). Is able to communicate and defend his views. Is able to prepare his position orally and in writing	K_U02 K_U03 K_U05	5 5 5
W01	knows the principles of ethics of the profession, the principles of professional secrecy, protection of the information obtained and concern for the harmonious flow of information	K_W13	4
W02	knows principles and course of reasoning and legal logic; Knows operation of various types of legal interpretation, legal inference and rules of subsumption	K_W03	5
W03	knows the regulations on substantive and procedural law	K_W16	5

9. Methods of conducting classes		
Code	Category	Name (description)
e05	Practical methods	Internship <i>including professional and individual training; gaining skills and experience in real-life conditions, e.g., in the environment, institution or workplace the student is preparing for by following a specific study programme; training in real working conditions</i>

10. Forms of teaching					
Code	Name	Number of hours	Assessment of the learning outcomes of the module	Learning outcomes of the module	Methods of conducting classes
04	internship	75	course work	K01, U01, U02, W01, W02, W03	e05

11. The student's work, apart from participation in classes, includes in particular:			
Code	Category	Name (description)	Is it part of the BUNA?
d01	Consulting the results of the verification of learning outcomes	Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes <i>reading through the academic teacher's comments, assessments and opinions on the implementation of the task aimed at checking the level of the achieved learning outcomes</i>	No
d02	Consulting the results of the verification of learning outcomes	Development of a corrective action plan as well as supplementary/corrective tasks <i>reviewing and selecting tasks and activities enabling the elimination of errors indicated by the academic teacher, their verification or correction resulting in completing the task with at least the minimum passing grade</i>	No
d03	Consulting the results of the verification of learning outcomes	Review of internship documentation <i>an analysis of the portfolio of documentation obtained during internship, including professional internship, and other practical classes and studio sessions, as well as the documentation developed in order to obtain credit for such classes; verification of the description, necessary attachments, opinions and grades before submitting the portfolio for acceptance</i>	No
e01	Activities complementary to the classes	Undertaking, on one's own initiative and individually, activities aimed at expanding the scope or depth of the teaching content, also beyond the walls of the University <i>a set of activities undertaken independently and on the student's own initiative, aimed at expanding the depth and scope of knowledge and skills, their revision and repetition, retention or verification, also activities carried outside the university, e.g., in a culture promoting or educational institution, a laboratory, in the open air, etc.; also self-education</i>	No

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: <https://usosweb.us.edu.pl>.