

**Course Syllabus****Course from study programme for the cycle: 2022/2023****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 |
|--------------------|-------------|

| 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.<br>Completing the third semester |
|-----------------------|--|

**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 |
|----------------------------|---|---|
| <b>KNOWLEDGE</b>           |   |   |
| 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                          |
| <b>SKILLS</b>              |   |   |
| 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                                   |
| <b>SOCIAL COMPETENCIES</b> |   |   |
| 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<br><i>(choose from the list)</i> | Forms of assessment<br><i>(choose from the list)</i> | Documentation type<br><i>(choose from the list)</i> |
|---------------------|---|--|---|
| 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) | <b>30</b>       |
| Number of hours of individual student work | <b>120</b>      |

**VIII. Literature**

|                       |
|-----------------------|
| Basic literature      |
|                       |
| Additional literature |
|                       |