Annex No. 3

For the Rules of student internships for students of the fields of studies carried out

at the Faculty of Engineering Management at Poznan University of Technology

*Ed.. X of 15 March 2021*

 *THE DOCUMENT IS VALID IN THE ACADEMIC YEAR 2020/2021*

……………………………………….

(Student’s name)

……………………………………….

(Album number)

……………………………………….

(Field of study)

……………………………………….

(semester)

**Internship Report [[1]](#footnote-1)**

**ENGINEERING**

Period of internship implementation:…………………………………………………..….…….

Place of internship: ………………..………………………………………………….……...….

Internship Supervisor in the company: .……….………………………………………………..

(name and surname)

**Description of the internship:**

The Student justifies that the internship program was implemented in full, if so, what caused the greatest difficulties and why, if not, what was the reason for that. The description of the internship course consists in describing phenomena in accordance with the internship program on the basis of knowledge acquired during six semesters of studies and on the basis of observations carried out during practices. **NOTE: In the course description, the student describes step by step the implementation of the internship program in accordance with the following scheme:**

1. INTRODUCTION OF THE COMPANY: legal form; size of the company (number of employees) – determine the category of the company (small, medium, big); subject and scope of activity.
2. IDENTIFICATION AND ANALISIS OF COMPANY’S ORGANIZATIONAL STRUCTURE: organizational chart; identification of the type of organizational structure (line, line and staff, divisional, matrix, performance, network) with a justification; brief characteristics of individual segments of the organization (units, departments).
3. IDENTIFICATION AND ANALISIS OF OPERATIONAL PROCESSES (production, service): product assortment (products, services): breadth (number of product lines) and depth of assortment (types, subtypes of products); degree of product customization (adjusting to individual customers’ needs); annual programs of production, services (items / year), identification of production stabilization (mass, serial, single unit production ); batch size (production, service); technology of operational processes (production, service): main process stages, level of mechanization, automation and robotization; operational structure (production, service): division into departments, branches, lines, brigades – schematic diagram with description; quality management system (structure of quality management – units and their tasks); diagram and description of the organization of a selected operational position (production, service); operational management (procedure of annual production / services planning, monthly and weekly planning, daily planning, operational documentation (production) – guidelines / distribution lists, job sheets, goods received notes, deficiencies charts, etc.)
4. IDENTIFICATION AND ANALYSIS OF COMMERCIAL ACTIVITY: (identification of distribution channels; identification of supply channels; identification of organizational structure of sales staff (departments, sections and their tasks in the scope of marketing, sales and supplies); typical customer service procedure (offer presentation, contracts, supervising the implementation, clearing and settling, after-sales service)
5. IDENTIFICATION AND ANALYSIS OF ECONOMIC ACTIVITY: (organizational structure of economic services, (diagram, tasks of particular units); the structure of the annual business plan of the company ( what it consists of ), structure of businesses’ financial statements)
6. Other content (agreed with the supervisor of engineering thesis). 2

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Date and Student’s signature Signature and stamp of the Internship Tutor from the company

**I confirm that the learning outcomes provided for internships have been achieved**

 ……………………………………………………………….

 Signature of Internship Tutor from the Faculty of Engineering Management

1. Should be filled in in the electronic version.

2 Proposals for developing specific issues are included in the Internship Program [↑](#footnote-ref-1)