

Traineeship programme for students majoring in European Communication

The traineeship programme has a twofold focus, relating to the characteristics of the institution where the student undertakes traineeship:

1. With respect to organization, the student should:

- a) become acquainted with the organizational structure of the institution where they do traineeship, as well as with the scope of activities of the designated organizational unit within the institution,
- b) become acquainted with the laws and regulations governing the activities of the training institution,
- c) become acquainted with the rules of information and document flow,
- d) participate in the entrusted technical-organizational actions at the training institution,
- e) perform other entrusted technical-organizational tasks, which the persons directly supervising the traineeship find relevant from the standpoint of the training institution's specific scope of activities and the student's major.

2. With respect to the substantive scope, the student should:

- a) become acquainted with the object of the activities of the training institution, in particular with the scope of activities of the designated organizational unit of the institution,
- b) gain knowledge about practical application of the laws and regulations which provide the foundation for the institution's activities,
- c) become acquainted with the methodology of activities undertaken by the training institution,
- d) perform other entrusted substantive tasks, which the persons directly supervising the traineeship find relevant from the standpoint of the training institution's specific scope of activities and the student's major.

It is recommended that in the course of the traineeship the student be given opportunity to perform all actions which are specific to a particular position, and take part in various forms of activity undertaken at the unit (cultural, organizational, marketing etc.), following a detailed schedule and under supervision of the employee who acts as the traineeship tutor.

Correct completion of the traineeship programme should enable the student to:

- a) exploit organizational skill and social competence acquired at the university,
- b) develop competences in terms of interpersonal, public and mass communication, as a well as internal communication within the organization,
- c) acquire practical skill associated with diagnosing communication barriers and issues as well as addressing and resolving those,
- d) appreciate the importance of axiological reflection for the development of social ties,
- e) learn about organization of work based on hierarchical professional dialogue (vertical communication)
- f) develop social skills associated with adjusting oneself to the requirements of etiquette at a given institution (dress code, linguistic etiquette etc.)
- g) learn to function in a diversified professional environment,
- h) effect detailed self-appraisal and determine directions for further development.

The goals of professional traineeship may additionally involve—with consent of the host institution—collecting material and data which could support scientific objectives of one's research work, including bachelor's and master's theses.