

**REGULATIONS ON INTERNSHIPS SERVED BY STUDENTS OF THE  
WARSAW FILM SCHOOL (starting from the academic year 2018/2019)**

**I GENERAL PROVISIONS**

**§1**

1. The student internship regulations, hereinafter referred to as the “Regulations”, lay out the rules of each internship served by students of the Warsaw Film School, hereinafter referred to as the “School.”  
A student internship, hereinafter referred to as “internship”, is an integral part of the School’s teaching and learning process.
2. Number of teaching hours, duration and credit awarding procedure of the internship are set out in the studies’ curriculum and syllabuses for individual courses.
3. Internship consists in a student’s individual involvement in the operation of institution, facility or company with which the internship is served and representing the field corresponding to a student’s major and specialization course, with consideration given to the paragraph 6 below.
4. Internship may also take place at the School.

**§2**

Internship should be served after or during classes unless it interferes with the course of studies.

**§3**

1. The School’s Rector appoints an internship supervisor, hereinafter referred to as “supervisor.”
2. Internship supervisor oversees the technical aspect of the internship on behalf of the School.
3. The supervisor’s responsibilities include:
  - 1) communicating internship rules, setup and Regulations to students,
  - 2) setting internship completion assessment dates and defining credit awarding procedure,
  - 3) supervision over development of documentation associated with arrangement of an internship,
  - 4) review of completion of the internship’s programme by a student,
  - 5) awarding credit for an internship, subject to submission of a complete documentation.

**§4**

1. The School shall not cover the internship cost incurred by a student and institution, facility or company providing internship.
2. A student is obliged to have TPL and Casualty insurance.
3. Internship can be paid or unpaid. Student may collect remuneration from an internship provider only if an internship provider voluntarily concluded an employment contract or civil-law agreement with a student for the period of internship.

**II INTERNSHIP OBJECTIVES**

**§5**

Internship is designed to test practical application of knowledge acquired by students in the course of studies, improve their skills and help them acquire competencies enabling them to behave in a professional manner in specific work-related situations, as well as make them labour market ready.

**III TASKS TO BE PERFORMED DURING INTERNSHIP**

## §6

In case of students of particular departments and students doing specialization courses, the scope of internship should correspond to their field of study and include in particular:

- 1) new media acting – performing a role on a film set or in a theatre, being an extra, giving one's voice in dubbing, acting as an assistant or doing other type of work associated with services related to artistic activity in cultural institutions,
- 2) film and TV production – executing administrative tasks on a film or TV set, acting as an assistant or doing other type of work on films and TV programmes in line with their field of study,
- 3) film directing – performing activities typical for a film director on a film or TV set, acting as an assistant or doing other type of work on films or TV productions associated with their field of study,
- 4) film editing – performing activities typical for an editor on a film or TV set, in production studios, cultural institutions associated with cinematography, acting as an assistant or doing other type of work on films and TV productions in line with their field of study,
- 5) photography – organisation of a public photography exhibition, assisting and working in a photo lab, on a film or TV set, in media, advertising agencies, production studios or companies associated with creative industries sector,
- 6) cinematography – performing tasks typical for a cinematographer on a film or TV set, assisting or doing other type of work on films or TV programmes in line with their field of study,
- 7) video game development – performing tasks in projects associated with video games, in companies operating in creative industries and specialized in video games,
- 8) applied film studies – performing activities typical for an employee of a filmmaking industry (a film expert), in industry magazines, publishing houses, institutions and organisations associated with culture (film), assisting or performing other type of work on films or cultural events in line with the field of study,
- 9) sound design – performing tasks typical for a sound engineer on a film or TV set, in sound post-production studios or radio and TV studios, sound engineering during cultural events and concerts, assisting or performing other type of work on films or TV programmes in line with the field of study,
- 10) film directing and video games – performing activities typical for a film director on a film or TV set, assisting or other type of work on films or TV programmes in line with the field of study, or performing selected tasks on projects associated with video games, in companies operating in creative industries and specialized in video games,
- 11) cinematography and postproduction – performing tasks typical for a cinematographer on a film or TV set, executing tasks related to film post-production process, assisting or other type of work on films or TV programmes in line with the field of study.

## IV. INTERNSHIP ARRANGEMENT, PROGRESS AND COMPLETION

### §7

1. Each student of a BA course at the Warsaw Film School is obliged to serve an internship for a total of six months (720 hours) during studies and complete it by the end of the sixth term.

2. A student's failure to complete the internship means that he/she may not sit a graduation exam and the internship must be served again.
3. Internship is served in a facility independently selected by a student or indicated by the School.
4. A student has the right to complete a full programme of an internship in a selected institution, facility or company with which internship is served under conditions meeting occupational health and safety (OHS) requirements.
5. A student shall conscientiously follow through the internship programme, respect the rules of institution, facility or company with which the internship is served, show discipline in their workplace and comply with the work rules, as well as industrial safety and fire protection regulations.
6. A student's conduct shall be worthy of the School.
7. Upon request of institution, facility or company with which internship is served, the School can pull an intern out of an internship if he/she violated the rules of the place.
8. Supervisor can carry out inspection of internship either in person or by phone.
9. Student shall submit a student internship referral to a supervisor for the approval of the internship site.
10. A student shall submit an internship plan for a supervisor's approval. Supervisor can modify the internship plan.
11. Internship is served on the basis of agreement between the School and institution, facility or company with which the internship is served. Student provides supervisor with a copy of the agreement as part of submitted documentation.
12. Internship is assessed by the end of the sixth term based on a complete internship log submitted by a student, including intern evaluation sheet, and the remaining documents stipulated by the Regulations. Internship assessment is the responsibility of a supervisor.
13. Internship log must contain stamps of institution, facility or company with which internship is served, a detailed list of performed assignments and signed intern report by internship supervisor appointed by institution, facility or company with which internship is served.
14. Should a student's professional work experience be credited towards their internship, they are required to submit a relevant application to an internship supervisor and produce a document confirming their employment (contract for employment/ certificate of employment/ statement of actual duties and responsibilities) or, if a student is a sole trader, submit a relevant application and certificate of entry into the Business Activity Register, proving that the earned work experience was relevant to their major and field of study, as well as met the requirements laid out in these Regulations.
15. A student can serve an internship abroad, subject to a supervisor's approval.
16. A student does not have to serve an internship to apply for internship credit if they can provide documentation confirming that the nature and duration of their current or previous work experience meet the requirements set out in the internship Regulations, or they currently serve or served an internship or perform/performed work aligned with the internship requirements.
17. A student can receive credit for internship served as part of their studies at another department/college if such internship meets the Warsaw Film School's internship requirements and is aligned with a student's major and specialisation course.
18. To receive a credit for an internship from a supervisor, a student must:
  - 1) fulfil assignments specified in an internship programme;
  - 2) accomplish educational targets;
  - 3) submit relevant documentation.
19. Prior to awarding internship credit, a supervisor meets with a student to establish whether learning targets were successfully accomplished.

20. In case of a student's failure to accomplish learning targets, a student does not receive a credit for an internship and has to serve it again.

**Appendices:**

Appendix No. 1 – Student Internship

Agreement

Appendix No. 2 – Student Internship Log

Appendix No. 3 – Application to the Deputy Chancellor for Education for crediting professional work experience towards student internship

Appendix No. 4 – Application to Deputy Chancellor for Education for serving an internship abroad

Appendix No. 5 – Student Internship Referral

Appendix No. 6 – Student Internship Syllabus

## STUDENT INTERNSHIP AGREEMENT

concluded on ..... in Warsaw between:

**Warsaw Film School** with a registered seat in Warsaw at 7 Gen. J. Zajączka St., 01-518, entered into the Register of Non-state Higher Education Institutions under the entry number 371, hereinafter referred to as the “School”, represented by

and

.....  
.....

hereinafter referred to as “Facility”,

### § 1

1. The School refers a ....- year Student of ..... department .....(First Name and Surname) .....to the Facility to serve a student internship in the period from.....to ....., according to a referral submitted by a Student and issued to a Student’s name.
2. Exact dates of start and finish of a student internship shall be agreed upon by a student directly with the Facility.

### § 2

1. The Facility agrees to ensure conditions necessary for completion of an internship, including in particular:
  - 1) making sure that adequate workstations are in place and a Student can use premises, devices, tools and materials in line with the internship syllabus;
  - 2) ensuring that a Student is familiar with the Facility’s work rules, occupational health and safety provisions and professional secrecy requirements;
  - 3) supervision of execution by a Student of tasks specified in the internship syllabus;
  - 4) enabling a student internship supervisor to exercise academic supervision and control over the internship;
  - 5) upon a Student’s request, delivering a statement of the type of work performed and skills acquired during an internship.
2. The School undertakes to:
  - 1) exercise academic supervision over a student internship, as well as ensure control and internship evaluation by designated supervisors,
  - 2) define an appropriate internship syllabus aligned with a Student’s field of study,
  - 3) develop an internship syllabus and communicate it to a Student.

### § 3

Internship is unpaid.

### § 4

A Student agrees to:

- 1) present a current certificate of enrolment to the School;
- 2) have their own change of clothes, footwear and cleaning supplies,
- 3) respect the Facility’s internal regulations;

4) have TPL and Casualty insurance.

**§ 5**

This agreement may be terminated at any time by agreement of the Parties or unilaterally without cause upon a week's notice.

**§ 6**

To all matters not settled herein provisions of the Law on Higher Education and Civil Code shall apply.

**§ 7**

Any change made to this agreement shall be null and void unless made in writing.

**§ 8**

Any and all disputes arising in connection to this agreement shall be settled by the competent court of the Facility's place of incorporation.

**§ 9**

This agreement has been drawn up in two identical copies, one for each Party.

Facility

School

.....

.....



## STUDENT INTERNSHIP LOG

**Student's First and Last Name** .....

**Mode of study** .....

**Major and Specialisation** .....

**Folder Number** .....

**Internship site(s)** .....

.....

.....

**Internship date(s)** .....

.....

**Name(s) and Surname(s) of internship supervisor (s)**

.....

.....





**Period from ..... 20.... (year) to ..... 20.....(year)**

**List of activities and assignments aligned with the field of study.**

**Intern's comments, insights and conclusions concerning their work during internship.**



**Period from ..... 20.... (year) to ..... 20.....(year)**

**List of activities and assignments aligned with the field of study.**

**Intern's comments, insights and conclusions concerning their work during internship.**

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**Period from ..... 20.... (year) to ..... 20.....(year)**

**List of activities and assignments aligned with the field of study.**

**Intern's comments, insights and conclusions concerning their work during internship.**

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# INTERN EVALUATION SHEET

Student's First and Last Name: .....

### *Knowledge:*

**Please evaluate the knowledge acquired by a student during an internship**

1. ....
2. ....
3. ....

### *Skills:*

**Please evaluate a student's way of working and effort** (on a scale from 1 to 5; 1 – very poor, 5- excellent)

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Organisational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Timely task execution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Initiative and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Team working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Willingness to compromise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Other (please specify).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### *Social competencies:*

**Please evaluate a student's behaviour** (on a scale from 1 to 5; 1 – very poor, 5 - excellent)

1. Sense of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Open-mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sociability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ability to cooperate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Interpersonal and communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Other(please specify).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

.....  
(signature of Internship Supervisor on the Site)

.....  
(Signature of Student Internship Supervisor)

....., on .....(DD/MM/YYYY)



.....  
(First Name and Surname)

Warsaw, .....(DD/MM/YYYY).

.....  
(year and mode of studies, major and specialisation)

.....  
(folder number)

**Application to Deputy Chancellor for Education for crediting  
a student's professional work experience towards a student  
internship**

With respect to an obligatory student internship, I wish to request that my professional work experience in the function of..... in  
.....\* in  
the period ..... and totalling ..... hours  
should be credited towards a student internship.

My work duties included:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

The above activity is/ was\*\* aligned with internship requirements set out in the *Internship Regulations for Students of the Warsaw Film School*.

I present the following documents to attest the above statement:

.....

.....  
(Student's signature)



\* enter the name of the institution or company and its address

\*\* delete where inapplicable

Warsaw,.....  
(DD/MM/YYYY)

.....  
(First Name and Surname)

.....  
(year and mode of studies, major and specialisation)

.....  
(folder number)

**Application to Deputy Chancellor for  
Education for an internship abroad**

With respect to an obligatory student internship, I wish to request an approval  
of.....

in ..... \* as an internship site.

Institution/ company/ enterprise \*\* engages in activity relevant to my major and  
specialisation. My duties and responsibilities as an intern will include:

.....  
.....  
.....

\* enter country and locality  
\*\* delete where  
inapplicable

.....  
(Student's  
signature)

.....  
(The School's stamp)

Warsaw on (DD/MM/YYYY) .....

## STUDENT INTERNSHIP REFERRAL

### Warsaw Film School

refers Student .....

(Student's First Name  
and Surname)

year of studies: ....., mode of studies: full-time/ part-time, BA,

department/major:

.....

specialisation:.....

**to a student internship in:** .....

.....

(site name)

Employer's address: .....

.....

for the period from ..... to .....

.....  
(School Internship Supervisor's signature and  
stamp)

## MODULE SYLLABUS

Module's Name: *Student Internship*

Module's Code: PS

Module's Coordinator: Marcin Stradowski, PhD

Module's Lecturer(s): Student Intern's Supervisor

Department/Major: New Media Acting; Film & Multimedia

Mode and Level of Studies: full time and part-time BA

Class Status: obligatory

Language of Instruction: Polish

### Teaching cycle

Year	I		II		III	
Term	I	II	III	IV	V	VI
<b>ECTS credit points</b>						6 ECTS
<b>Number of teaching hours</b> (45 min) per week/ per term <sup>1</sup>						6 months = 720 hours
<b>Module completion assessment</b> <ul style="list-style-type: none"> <li>• Exam (E)</li> <li>• Graded credit (G)</li> <li>• Credit (C)</li> </ul>						C

### Module completion assessment mode/ verification of achieved learning outcomes

Module completion assessment mode/ verification of achieved learning outcomes	TERMS					
	I	II	III	IV	V	VI
1. Written test with open or closed questions						
2. Paper						
3. Oral test: answering questions or solving a problem						
4. Presentation of a project/ production/ performance						
5. Course credit based on constituent grades earned for specific assignments /productions by a student during the term						

<sup>1</sup>Delete where inapplicable

6. Course credit based on attendance / active class participation					X
7. Admission to module completion assessment/exam based on attendance/active participation in class					
8. Admission to module completion assessment/exam based on credits for/ delivery of assignments during the term					
9. Other- please specify					

### Module credit requirements

Accomplishment of tasks assigned to a student by an internship supervisor within three months.

### Key teaching methods/ forms of instruction

Lectures	---	Screenings	---
Exercises	---	Language Lab	---
Workshops	100%	Seminar	---
Consultations	---	Other (please specify)	---

### Entry requirements

None.

### Curriculum

Relevant to a particular specialisation or major.

Acting – playing an assigned role in a theatre play or on a film or TV set.

Film directing – directing a theatre play or film.

Cinematography – registering a theatre play or film.

Video game development – preparing a video game.

Photography – arranging a theme photo exhibition.

Film and TV production – development of documentation governing work on a film or TV set, as well as arrangement and production of a film or theatre play from an organisational/logistics standpoint.

Applied film studies – arrangement of cultural events, composing articles in industry magazines.

Film editing – editing of a registered film footage or theatre play.

Sound design – sound engineering.

Film Directing & Video Games – directing a theatre play, film or game.

Cinematography & Postproduction – registering a theatre play or film, or film post-production.

### **Basic reading**

None.

### **Further reading**

None.

### **Requirements for teaching aids / equipment / classrooms**

Specialisation-specific. Acting – a stage or film set. Film editing- editing room. Film directing and Cinematography – a film or TV set. Video game development- computer and video game development software. Photography- photographic studio, film or TV set. Film and TV production- a film or TV set. Sound design- sound studio. Applied film studies- office. Film Directing & Video Games – film or TV set, or a video game director workstation.

Cinematography & Postproduction – a film or TV set, or a post-production workstation.

### **Module's objective**

Internship is designed to test practical application of knowledge acquired by students in the course of studies, improve their skills and help them acquire competencies enabling them to behave in a professional manner in specific work-related situations, as well as train them for the job and make them labour market ready.

### **Learning outcomes**

**A/ Knowledge** – a student should acquire knowledge in the following areas (relevant to their field of study):

W1 –working on a film or TV set in the function of a film director or cinematographer [K-W10, K\_W11, K\_W12, K\_W14] –**learning outcomes for Film & Multimedia for selected specialisation courses** (Film directing, Cinematography, Film Directing & Video Games, Cinematography & Postproduction).

W2 – working on a film or TV set and in a theatre as an actor [K\_W03, K\_W08] –**learning outcomes for New Media acting**

W3 – basic knowledge of law, standards, procedures and best practices relevant to a selected area of activity [K\_W16] – **learning outcomes for New Media acting;** [K\_W07] – **learning outcomes for Film & Multimedia** W4 – elementary knowledge of documents designed to coordinate the work on a film or TV set relevant to a particular specialisation course (Film and TV production) [K\_W17] – **learning outcomes for Film & Multimedia**

W5 –basic knowledge of health and occupational safety standards in institutions associated with a selected field of activity, as well as on a film or TV set [K\_W17] – **learning outcomes for New Media acting;** [K\_W18] – **learning outcomes for Film and Multimedia**

W6 –video game development process relevant to a selected specialisation course (Video game development) [K\_W13] – **learning outcomes for Film & Multimedia**

W7 –arranging photographs– production and treatment process relevant to a particular specialisation course (Photography) [K\_W11] – **learning outcomes for Film & Multimedia**

W8 – film or theatre play editing relevant to a particular specialisation course (Film editing) [K\_W11] – **learning outcomes for Film & Multimedia**

W9 – sound engineering process relevant to a particular specialisation (Sound design) [K\_W11] – **learning outcomes for Film & Multimedia**

W10 – arranging a cultural event or putting together articles in industry magazines relevant to a particular specialisation (Applied film studies) [K\_W09]

– **efekt kształcenia Filmu i multimedii**

**B/ Skills-** a student should be able to:

U1 – search for, select and put to use materials and information necessary to fulfil assignments [K\_U01, K\_U03] – **learning outcomes of Film & Multimedia; [K\_U01] – learning outcomes of New Media acting**

U2 – in agreement with an internship supervisor, plan and execute typical projects associated with a selected area of activity [K\_U08, K\_U10, K\_U12] – **learning outcomes of Film & Multimedia; [K\_U07] – learning outcomes of New Media acting**

U3 – plan, organise and produce a film or TV initiative relevant to a particular specialisation course (Film and TV production) – [K\_U12, K\_U13, K\_U14] – **learning outcomes for Film & Multimedia**

U4 – apply provisions of law directly relevant to their position [K\_U15] – **learning outcomes for Film & Multimedia; [K\_U20] – learning outcomes for New Media acting**

U5 – communicate in English [K\_U11] – **learning outcomes of Film & Multimedia; [K\_U21] – learning outcomes of New Media acting**

U6 – work in a team [K\_U20] – **learning outcome of Film & Multimedia; [K\_U11] – learning outcome of New Media acting**

**C/ Social competences / attitudes** – a student should:

K1 – be aware of their level of knowledge and skills, as well as acknowledge the need for continuous education and personal growth [K\_K07] – **learning outcome of Film & Multimedia; [K\_K13] – learning outcome of New Media acting**

K2 – be able to communicate with team members [K\_K08] – **learning outcome of Film & Multimedia; [K\_K07] – learning outcome of New Media acting**

K3 – show responsibility in their approach to work by designing and executing self-assigned tasks, as well as tasks assigned to them by others [K\_K01, K\_K03] – **learning outcomes of Film & Multimedia; [K\_K01, K\_K04] – learning outcomes of New Media acting**

K4 – show critical thinking and problem solving skills, while contributing their ideas to the team's work [K\_K02] – **learning outcomes for Film & Multimedia; [K\_K03] – learning outcome for New Media acting**

K5 – be ready to act responsibly in a professional capacity [K\_K06] – **learning outcome of Film & Multimedia; [K\_K11] – learning outcome of New Media acting**

**Estimated workload – overall outcome in ECTS credit points**

<b>Activity</b>	<b>Workload</b>
Serving an internship	6 months (720 hours)
<b>Total workload</b>	6 months (720 hours)

<b>ECTS credit points for module's completion</b>	<b>6 ECTS</b>
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