

SYLLABUS

Basic data of the subject	
University	University of Applied Sciences in Ferizaj
Academic unit	Faculty of Engineering and Informatics
Program	Industrial engineering with informatics
Title of the subject	Internship
Level	Bachelor
Course Status	Core
Year of studies	III, Semester VI
Number of hours per week	3
Value of Credits - ECTS	5
Time / location	
Course lecturer	
Contact details	_____
Course Description	
Course Description	<i>This course will enable students to engage in practical work in an industry environment and deal with real engineering problems. In order to become familiar with the concrete problems in the next call, students are instructed to spend a number of anticipated working hours in Companies and Institutions in narrower and more open environments. Students receive specific tasks in their workplaces, the performance of which indicates the level of acquisition of the knowledge foreseen in the study program. The assignments that students take are directly related to the assignments they have to do after graduation. Students are assigned a mentor from a Company - Institution that monitors and evaluates the performance of tasks. During the professional practice, the Diary¹ is kept in which all the activities entrusted to the student are entered.</i>
Objectives of the course	<i>Final professional practice is an integral part of the training process, which is aimed at strengthening students' theoretical knowledge and acquiring practical skills in their chosen field of specialization.</i>
Expected learning outcomes	<i>After successful completion of this subject, students should be able to:</i>

¹) The instruction for the final professional practice is given in the the progress!

	<ul style="list-style-type: none"> • <i>know the legal principles of work, international labor standards,</i> • <i>apply theory to practice in a real work environment,</i> • <i>work independently and as a team member in assigned tasks in the company.</i> 		
Contribution to the student load (which must correspond with learning outcomes)			
Activity	Hour	Day/Week	in Total
Teaching (Lectures and exercises)	3	4	12
Practical work	4	24	96
Contacts with the teacher/consultations	1	5	5
Field exercises			
Colloquiums, seminars			
Home-work			
Student's independent study time (in the library or at home)	4	4	16
Final preparation for the exam			
Time spent in assessment (tests, quizzes, final exam)	3		3
Projects, presentations, etc	4		4
Total			126
Teaching methodology	<p><i>The internship, which lasts 96 hours, is carried out by the student in the 6th semester under the guidance of a teacher - practitioner of professional practice. Templates in the Word program have been prepared for each student, on the basis of which they will complete the final professional internship (practice <i>Diary</i>) in companies, enterprises, institutes, factories or licensed services, primarily with those with which UASF has an agreement. cooperation.</i></p>		
Prerequisites	<p><i>There are no prerequisites to start learning Intership. However, it is recommended that students have basic programming knowledg</i></p>		

Assessment methods	<p>The student passes the exam from Internship, based on the written <i>Diary</i> of professional practice. The exam is taken orally, and the success of the final professional practice is graded from 6 to 10. The student, whose diary is not accepted, is obliged to repeat the final professional internship. The decision on the final grade is made based on the points obtained from the Internship (<i>Internship Diary</i>), evaluated by the supervisor and the teacher,</p> <p>Rating:</p> <p>91-100 points – graded 10 (ten) 81-90 points – graded 9 (nine) 71-80 points – grade 8 (eight) 61-70 points – graded 7 (seven) 51-60 points - grade 6 (six) 0-50 points – The student repeats the exam.</p>
The ratio of theory and practice	<p>30% theory and 70% practical work in Companies, Enterprises, Institutes, Factories or Services, in Companies, Enterprises, Institutes, Factories or Services, primarily with those with which UShAF has a Cooperation Agreement and which enable the realization of professional practice.</p>
Literature	
Basic Literature:	<ol style="list-style-type: none"> 1. Manual of practical work 2. Materials provided by the teacher
Additional Literature:	<ol style="list-style-type: none"> 1. Prof. Musli Bajraktari University of Prishtina (Authorized Lectures), 2011 2. Basic Law on Protection at Work "Official Gazette of the Republic of Kosovo" / no. June 22/14, 2013, Prislaw no. 04 / 1-161 For safety and health at work Assembly of Republic of Kosovo;
Designed learning plan	
Week	Lectures and exercises to be held
Week one:	Familiarity with the organizational structures of managerial and production work in the factory.
Week two:	Acquaintance with the construction bureau and the preparation of projects.
Week three:	To design and program the working detail.
Week four:	To be familiar with the production programs and the production assortment.
Week five:	Familiarity with the preparation of technical - technological documentation.
Week six:	To carry out the production process of the selected item
Week seven:	Checking and measuring the details made according to the standards.
Week eight:	To become familiar with the preparation of works (plans and working programs).

Week nine:	<i>Analysis of all machines in the department (complete production facilities, plants, tools - production tools and transport plants for internal and external transport).</i>
Week ten:	<i>Creating reports for processing machines.</i>
Week eleven:	<i>Supply of materials to different resorts.</i>
Week twelve:	<i>Knowledge related to the maintenance of car plants.</i>
Week thirteen:	<i>Acquaintance with the Hygienic-Technical protection unit.</i>
Week fourteen:	<i>Familiarity with the managerial processes of the leadership of the production department.</i>
Week fifteen:	<i>Presentation of professional practice (Practice Diary).</i>
Academic policies and rules of conduct	
<i>Regular participation in lectures and exercises is necessary, as well as active participation in the discussion and solving of tasks. Cell phones should be turned off or put on silent mode.</i>	