**WORK PLACEMENT – PRACTICAL TRAINING (PRAX)**

**Compulsory subject in the English for Business Administration study discipline**4 Weeks / 6 Credits

**Form of tuition**

Students shall absolve a work placement (practical training stage – further only work placement) within the framework of this compulsory subject at any time in the course of their studies (including holiday periods); the credits they gain will be granted to them in the semester in which the subject: PRAX is timetabled. Students may individually select the place where they would like to undertake their work placement.

**Aim**
The aim of this work placement is to allow students to familiarise themselves with the reality and practical needs and requirements of the target institution as well as to prepare themselves for their future professional life working in a real-life environment.

**Orientation and content**

1. Students may undertake practical work placements as assistant (ancillary) workers in departments of organisations which communicate on a regular basis with other such bodies abroad, or there where a foreign institution`s asset participation influences the communication language within the firm under consideration.

2. Within the framework of their work placement, students shall orient their efforts on the processing of traditional written texts as well as other forms of communication (e.g. verbal – face-to-face, on the telephone, presentations, negotiations and meetings; e-mail).

3. The student shall devote their attentions to carefully observing the type and levels of the company cultures which influence cooperation, communication and the public relations activities of the firm.

4. In the course of their work placement, students may assist with the administrative and organisational aspects of work; according to the possibilities, to make use of their linguistic skills in the course of preparing web-pages in English; assist in the preparation and creation of promotional materials in English; draft letters and translate the institution`s correspondence to and from abroad in English.

5. Further, students on a work placement shall orient themselves on the organisation`s managerial and organisational activities, communications within the organisation as well as with its external environment, translation and interpretation activities, guide services (where the use of English is required) for travel agencies, in state and other institutions, or the arranging and holding of university-wide and faculty-wide events.

6. The concrete duties and tasks shall be set by the person responsible for the work placement in the host institution where the work placement shall take place.

**Guiding principles**

1. Students must consult the date and place of the practical training with the guarantor in advance.
2. Students must be active and complete in full any assigned tasks in a responsible manner.
3. A key component of the work placement is the diligent keeping and completion of the Work Placement Record, in which the student shall record their duties and activities in the course of a working day.

**Conditions governing the granting of the course credit**

Submission of the student`s duly completed and confirmed Work Placement Record.

**Work placement outcomes**

The outcome or output of this work placement is a project, which the student shall present within the context of the subject: PROJ (Compulsory, 6 Credits).