

INTERNSHIP PROGRAM FOR THE MANAGEMENT ENGINEERING MAJOR

1. PRESENTATION OF THE COMPANY:

- Legal form,
- Company size (number of employees) – determine the enterprise category (small, medium, large)
- Subject and scope of activity

2. IDENTIFICATION AND ANALYSIS OF THE ORGANIZATIONAL STRUCTURE OF THE COMPANY

- Organizational structure diagram
- Identification of the type of organizational structure (line, line-staff, divisional, matrix, project-based, network) with justification
- Brief description of the individual components of the organization (divisions, departments)

3. IDENTIFICATION AND ANALYSIS OF OPERATIONAL PROCESSES (production, services):

- Assortment of products (goods, services): breadth (number of different products) and depth (types, subtypes of products)
- Degree of product customization (adaptation to individual customer needs)
- Annual production/service programs (units/year), identification of production stability (mass, batch, unit production)
- Batch sizes (for production or services)
- Technology of operational processes (production, services): main technological phases, level of mechanization, automation, and robotization
- Operational structure (production, services): division into departments, sections, lines, teams – diagram with description
- Quality management system (quality management structure – units and their tasks)
- Diagram and description of the organization of a selected operational (production, service) workstation
- Operational activity management (procedure for annual production/service planning, monthly and weekly planning, daily planning, operational activity documentation – manuals/splitters, work cards, material withdrawal documents, defect cards, etc.)

4. IDENTIFICATION AND ANALYSIS OF COMMERCIAL ACTIVITY

- Identification of distribution channels
- Identification of supply channels
- Identification of the organizational structure of commercial services (departments, sections and their tasks in marketing, sales, and procurement)
- Typical customer service procedure (quotation, contracts, supervision of execution, settlement, after-sales service)

5. IDENTIFICATION AND ANALYSIS OF ECONOMIC ACTIVITY

- Organizational structure of economic services (diagram, responsibilities of units)
- Structure of the company's annual business plan (its components), structure of the company's financial statements

6. Other content agreed with the engineering thesis supervisor appropriate to its topic

Approved by the Vice-Dean for Education