

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
Sumy National Agrarian University

Introduction to the profession
guidelines
to the tasks of educational practice

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**Ministry of education and science of UKRAINE
Sumy National Agrarian University
Management Department**

**Introduction to the profession
guidelines
to the tasks of educational practice**

**for the 1st year students
field of study 073 «Management»**

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Guidance are used to provide consultations to students during the practical training "Introduction to the profession". Containing task to implement the content of educational practice.

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INTRODUCTION

The practical training is an important part of the educational process of preparing students in field of study 073 "Management".

Teaching practice "Introduction to the profession" aims to familiarize students with the features of a future profession, its content and objectives of management, the role of leaders of different levels of management of modern enterprises, especially the organization of training in management.

The tasks of practical training is:

- To acquaint students with the basic provisions on the organization of higher education in Ukraine and its peculiarities in universities, give brief information about the Bologna Process;
- To acquaint students with general questions of State standard of higher education in Ukraine and methodological basis for study at university;
- To introduce the features of educational, scientific, research and educational work at the university, at the appropriate faculty, the graduating department;
- To describe the latest computer technology and innovative methods enhance learning during lectures, seminars, workshops, current and final control of knowledge, the state diagnostic quality of students;
- To determine the place and role of professional organizations in management and administration;
- To acquaint students with the content of curriculum of specialties, structure, sequence and relationship between disciplines;
- To identify types, location, content and timing of training, comprehensive undergraduate, integrated specialty practices, providing thorough training in practical skills in training;
- To introduce students to the field of their future professional activity, list the main types of companies;
- To to inform the students for jobs that may be hold by given professional guidance to enterprises;

- To provide students with a brief review of the content of education and professional training program of the professional orientation direction "Management" and introduce the qualification requirements and the main types and content of the manager.

The result of practical training should be: understanding of students the future field of activity, content of higher education and professional training, complex fundamental and professional knowledge, the characteristics of the organization and content of education and vocational training program in management and administration at different qualification levels in higher education, the essence of the educational plan for training these professionals; organization of educational work in universities, aimed at formation of national consciousness and dignity of the citizen of Ukraine, raising the level of general culture, creating conditions for personal development.

Methodological guidelines for the tasks of practical training "Introduction to the profession" drawn up on the basis of state educational standards, they determined the amount, content and methodology of its implementation in accordance with the curriculum for bachelors in the field of 073 "Management" and are used for students and head of practice of the university.

1. GENERAL PRINCIPLES

Practical training is an integral part of the educational process and is aimed at mastering the skills system, and primary professional experience, and should promote self-development of the student.

Practical training is used not only to ensure the formation of professional skills, but also professional abilities and personality traits manager.

Practical training educational qualification of "Bachelor" direction "Management" is focused on the implementation of general management functions and form specified variable part of educational qualification characteristics skills, practical use of knowledge acquired in accordance with the educational and professional programs at certain initial positions.

Relationship of educational disciplines facing the practice of research and writing term, final works of students field of study "Management" should be consistent and perfectly complement of each other.

Teaching practice will take place directly in the educational establishment. In its conduct is determined not practice a particular object, and the volume of tasks that require a mandatory settlement, and concrete results.

The term of practice - 1 week.

As a result of practical training issued a report printed by the general rules of design.

2. ORGANISATION AND MANAGEMENT OF EDUCATIONAL PRACTICE OF STUDENTS

2.1. Management of practice

To guide the practice of students are involved experienced teachers. The management practice is to:

- providing the necessary instructions to practice;
- consultations on schedule;
- reception and check reports from practice:
- evaluation of reports and organizing protection reports.

2.2. Duties of teachers in practice of higher education

institutions are:

- ✓ conducting together with the Dean of the constituent assembly of students that take place before the practice;
- ✓ provide a complex of organizational measures before the practice program providing students practice;
- ✓ program scheduling practices;
- ✓ conducting regular (according to schedule drawn up and approved) consultations;

- ✓ controlling deadlines tasks from practice, their correction if necessary and reporting;
- ✓ inspection reports from practice and admission to their defense;
- ✓ organizing work of commissions created at the department for the protection practices reports;
- ✓ controlling reporting on the progress of students practice.

2.3. Duties of students in practice:

- ✓ At the beginning of practice to all the necessary organizational and methodological materials and advice on their design;
- ✓ arrive on time at the place of practice and document the beginning of practice;
- ✓ observe labor discipline, rules of labor regulations, safety and other regulations;
- ✓ to work on practice according to the objectives of the mode of the relevant departments of the company;
- ✓ regularly consult the head of university practices;
- ✓ perform their tasks in full accordance with the program practices and recommendations made by the heads of university practices;
- ✓ be responsible for the quality of the work;
- ✓ time and skill to make a report on the practice;
- ✓ defend the practice report in due time.

3. CONTENTS OF EDUCATIONAL PRACTICE

Theme 1. Organization of educational and training process in the university and the faculty. Student government

1. Place of institutions in higher education and training system for economy of Ukraine.
2. Place and role of faculty in the educational process of students.
3. The self-government of students at the university and at the faculty.

Theme 2. History and traditions of University

1. Stages of development of higher education.
2. The role of rectors, teachers in creating the image of the modern university.
3. The most famous scientific achievement. Awards of staff and faculty.
4. International relations.
5. Edition of University.

Theme 3: The role of the department graduating in training

1. General information about the university.
2. The basic structural units of the university.
3. Faculty of areas of work, student government.
4. Departments, the list of majors, staffing.
5. Social protection of students.

Theme 4. Information and methodological support of University educational process

1. The essence and components of information and methodological support of educational process in high school.
2. Information possibilities of the website of university.
3. Library of the university as a center of information support of students.

Theme 5. Job "manager": content, nature and sphere of future professional activity.

1. Manager as the organizer of specific activities in the organization.
2. Functions of the management.
3. Professional titles of works that professionals are able to perform in the field of "Management".

Theme 6. The role of the manager in improving the socio-economic efficiency of modern enterprises

1. General functional and typical tasks of manager to ensure the competitive development of the company.
2. Specific functional responsibilities of the manager of the modern enterprise.
3. Social and educational functions of manager.

Theme 7. Professional self-identity of student

1. Requirements for the individual manager.
2. Methods of assessing of personal property of manager.
3. Methods for determining the orientation of students and professional self-esteem.
4. Self improvement. Self-management.

4. REQUIREMENTS FOR REPORT

4.1. General requirements for the report

The content of the report is issued on standard sheets of white A4 paper on one side with margins: top - 2.0 cm; left - 3.0 cm for binding; right - 1.5 cm and bottom - 2.0 cm.

When printing on a printer is supposed size 14, size range - 1.5; handwritten version adopted filled with ink of one color (black, blue or purple) with spaced sufficient width (may be 29 - 30 lines per page).

Cover letter is issued by the University established form (Application 1) and signed by the trainee.

Pagination statement should be cross-cutting, the page number in Arabic numerals affixed in the middle of the sheet. Tables, figures, charts, forms, arranged in separate letters included in the total numbering.

All illustrations (diagrams, graphs, charts, drawings, photographs, etc.) Referred to figures that are numbered sequentially numbered consecutively within each section of Arabic numerals (for example, the first picture in the first section

designated Fig. 1, the second - 2, etc. .) under the picture. The text names located beneath the picture.

Digital material placed in the report, it is recommended to draw in tables, which also numbered in Arabic numerals consecutively within each section. All tables must have a meaningful title. The title contains the word "Table" of the corresponding table with digital material. For each indicator included in the table should be specified units.

Tables and figures should be placed after the first mention of them in the text immediately report directly gap in text or on separate sheets.

Applications are made as an extension of his report on the following pages. Each application starts with a new page in the upper right corner which indicates the word "application" with sequential numbering in Arabic numerals, such as "Annex 1", "Annex 2", etc. Each application must have a theme (content) title that captures the essence of the document.

The report, together with the annexes are crosslinked after successfully defending recorded and kept at the department in accordance with the deadline.

4.2. Requirements for the content of educational practice report

During the period of practical training "Introduction to the profession" students must master the course material in accordance with the content of educational practice and execute written work - report.

Contents of the report on educational practice "Introduction to the profession" must contain:

1. Title Page.
2. Contents.
3. Introduction.
4. The main part, which, after listening to lectures, passing excursions, practical training the student should highlight such issues:

- 1) Organization of educational, scientific, educational and international faculty of management.

2) Features of the manager of modern organizations own vision (requirements manager, functional responsibilities, management style, methods of decision-making, etc.).

5. Conclusions.

6. References.

Prepared workis submitted to the department in 3 days after the traineeship.

5. CONTROL OF TRAINING

The practice of "Introduction to the profession"

Controlling practice students solve complex problems of educational in-control and to ensure the completeness, timeliness and quality of program implementation practices.

Control of the internships from the university carried out:

- Senior Staff;
- The head of the relevant department;
- A representative of the administration, dean and university academic department.

The purpose of monitoring is to identify and correct deficiencies and assist students in the program practice.

At each stage of monitoring specific methods is used.

Previous monitoring carried out during the preparation of students for practical training (at the meeting). This explains the purpose of practice, procedure of its passing, reporting form and sending students transferred to the base program practices and practices.

Routine monitoring by the head of practice on the university, head of department, dean and the administration is carried out during attendance with practical training and during interviews with students in years, the Department established to advise students.

The final control is in the evaluation report and protection practices.

The presence of significant leaders of comments (space without good reason, poor performance of the program phases and practices of individual tasks, lagging in their performance) is the basis for making appropriate comments to the establishment of student in the shortest possible time eliminating identified deficiencies.

6. DEFENCE OF ORDER REPORT IN EDUCATIONAL PRACTICE

Upon expiration of the practical training "Introduction to the profession" students report to the department on program implementation practices.

A written report is submitted in a timely Senior Staff from the university to test, review and access to protection.

The audit report manager decides on its admission to the protection or return to the student for revision in response to the comments.

To protect students, which fully completed the program practices, presented a report in accordance with the prescribed form.

Security reports is to chair the commission, appointed by the Chair.

Protecting report on educational practices carried out before the commission, which consists of at least two teachers.

Results of reports protection recorded in the examination sheet and tabulated in the gradebook.

In determining the level of academic achievement in obtaining a diploma, along with other student assessments are taken into account for assessment practice.

Students who have not timely filed and defended thereport on educational practices not allowed in the final state certification. A student who has not fulfilled the practice program without valid reasons deducted from the university. In a separate case, he may be entitled to practice again during the holidays. A student who repeatedly received a negative assessment from the Commission practice are deducted from the university.

An account of the practice and its results are discussed at faculty meetings, and its overall results are fed to the Faculty Council (HEI).

Table 1**Assessment scale: national and ECTS**

The sum of points for all types of educational activities	ECTS assessment	Score on a national scale
90 – 100	A	Excellent
82-89	B	Good
75-81	C	
69-74	D	Satisfactory
60-68	E	
35-59	FX	unsatisfactory with the possibility of re-compiling the report
1-34	F	unsatisfactory with compulsory re-practice

Table 2**The criteria of differentiation ratings**

Rating	The criterion of differentiation
Excellent	The content and design of the report is perfect. Complete and accurate answers to any questions the committee members the program of practice.
Good	Inessential comment on the content and format of the report. In response to questions from the committee members the program allows students practice some inaccuracies, but in general has solid knowledge.
Satisfactory	Careless design of report. The majority of program practices highlighted in the report, but there are some calculation and logic errors. In responses to questions from committee members practice program student feels insecure, whipped assumed errors, has not solid knowledge.
unsatisfactory	This evaluation expose student if the report highlighted not all sections of the program of practice or report prepared not alone. Asked student members of the commission does not give satisfactory answers.

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Ministry of Education and Science of Ukraine
Sumy National Agrarian University

Management Department

REPORT

of the practical training
in management

in _____

for the period since _____ for _____

Student (s) _____ group
Specialties _____

(last name, first name)

The report is provided to the department _____ (date)

Report is checked _____ (date)

Rating _____

Sumy

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