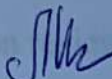



Ministry of Education and Science of Ukraine
Sumy National Agrarian University
Economics and Management Faculty
Public Management and Administration Department

**Work program (syllabus) of the educational component
UNDERGRADUATE PRACTICE**

Obligatory Educational Component


| | |
|---------------------------|--|
| Specialty | D3 Management |
| Educational program | Administrative Management |
| Level of higher education | Second (Master's) level of higher education |


Author:  **Larisa KALACHEVSKA, Doctor of Economics, Professor of the Department**
(last name, initials) (academic degree and title, position)


| | |
|---|--|
| Considered, approved and ratified at a meeting of the Department of Public Management and Administration (name of the department) | protocol from <u>27.01.25</u> № <u>11</u> |
| | Head of the department  (signature) Alina BRYCHKO (last name, initials) |

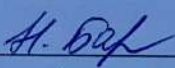
AGREED:

Guarantor of the educational program 
(signature) **Larisa KALACHEVSKA**
(first and last name)

Dean of the faculty where the educational program is implemented 
(signature) **Svitlana LUKASH**
(first and last name)

A review of the work program has been provided 
(signature) **Alina BRYCHKO (attached)**
(first and last name)


(signature) **Olena SLAVKOVA (attached)**
(first and last name)

Methodologist of the Department of Educational
Quality, Licensing and Accreditation 
(Signature) **Nadiya BARANIK**
(first and last name)

Registered in the electronic database: date: 20.02. 2025 y.

Information on reviewing the work program (syllabus):

| Academic year in which changes are made | The number of the annex to the work program with a description of the changes | The changes were reviewed and approved | | |
|--|---|--|---------------------------|-------------------------------------|
| | | Date and number of the protocol of the meeting of the department | Head of the Department | Educational program guarantor |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

1. GENERAL INFORMATION ABOUT THE EDUCATIONAL COMPONENT

| | | | | | |
|------|--|---|------------|------|-------------------------------------|
| 1. | Name of EC | Undergraduate practice | | | |
| 2. | Faculty/Department | Economics and Management/Department of Public Management and Administration | | | |
| 3. | State of EC | Obligatory | | | |
| 4. | Program(s) to which module is attached (<i>to be filled in for obligatory types</i>) | Educational and professional program "Administrative Management" of the second level of higher education in the specialty D3 "Management" Field of knowledge D "Business, management and law" Qualification: Master of Administrative Management | | | |
| 5. | Module can be suggested for (<i>to be filled in for optional types</i>) | | | | |
| 6. | Semester and duration of module | 2nd semester, 2 weeks | | | |
| 7. | ECTS credits number | 2 ECTS | | | |
| 8. | Total workload and time allotment | Directed study | | | Self-directed study |
| | | Lectures | Practicals | Labs | |
| | | - | - | - | 60 hours / 60 hours (extramural) |
| 9. | Language of instruction | Ukrainian, English, German | | | |
| 10. | Lecturer/Leader of educational component | Kalachevska Larysa Ivanivna, Professor of the Department of Public Management and Administration Kharchenko Tetyana Oleksandrivna, Associate Professor of the Department of Public Management and Administration Consultation hours – every Tuesday at 12.15, room 310, economic building | | | |
| 11.1 | Contact information | larysa.kalachevska@snaeu.edu.ua tanyaparanuchok@gmail.com | | | |
| 11. | Educational component description | Pre-diploma practice is the logical conclusion of all types of practice in the training of a specialist in administrative management. This is the final stage of preparing a student for the performance of qualification work and subsequent independent activity in the specialty | | | |
| 12. | Educational component aim | Completion by each student of an individual task for a comprehensive study of aspects of administrative management of an enterprise, collection of practical and statistical materials for the performance of qualification work. | | | |
| 13. | Prerequisites for educational component studying, connection with other educational components of EP | The educational component is based on the disciplines: "Methodology of scientific research and maintenance of the principles of academic integrity", "Economic informatics and methods of empirical and social research", "Business management", "Analysis and control of the enterprise", "Management consulting", "Production economics", "Planning of enterprise activities" | | | |
| 14. | Policy of academic integrity | According to the Code of Academic Integrity of Sumy NAU, academic integrity is a set of principles and rules of conduct for participants in the educational process, aimed at forming an independent and responsible personality capable of solving problems by the educational level in compliance with the norms of law and public morality. Compliance with academic integrity by higher education applicants | | | |

| | | |
|-----|----------------|---|
| | | <p>involves independent completion of educational tasks, tasks of current and final control, learning outcomes.</p> <p>If an applicant submits another applicant's work as his own, or uses text borrowings without proper citation (academic plagiarism), such work is canceled and re-done.</p> |
| 15. | Link to Moodle | https://cdn.snau.edu.ua/moodle/course/view.php?id=6009 |

2. LEARNING OUTCOMES BY EDUCATIONAL COMPONENT AND THEIR RELATIONSHIP WITH PROGRAM LEARNING OUTCOMES

| Learning outcomes for EC (MLOs): On successful completion the educational component, the student will be able... | Program learning outcomes, PLOs (specify the number according to the numbering given in EP) ¹ | | | | | | How assessed |
|--|--|------------------|------------------|-------------------|-------------------|-------------------|--|
| | PLO ₂ | PLO ₅ | PLO ₇ | PLO ₁₃ | PLO ₁₄ | PLO ₁₆ | |
| MLOs 1. Apply appropriate analytical and methodological methods and practical techniques to collect and process the necessary data, perform calculations of indicators in the fields of management and economics, and make sound management decisions. | x | x | x | x | x | x | Survey during the defense of the internship report |
| MLOs 2. Investigate the activities of the enterprise in accordance with the subject of the qualification work and provide recommendations for improving administrative activities in terms of strategic, tactical and operational decisions. | x | | x | | | x | Analytical work (Report on professional internship and undergraduateinternship) |
| MLOs 3. Write, draw up and defend a report on the completion of professional internship and undergraduatepractice | x | x | | x | x | x | Report-presentation of the report on professional internship and undergraduateinternship |

PLO2. Identify problems in the organization and justify methods for solving them.

PLO5. Plan the organization's activities in strategic and tactical terms.

PLO7. Organize and implement effective communications within the team, with representatives of various professional groups and in an international context.

PLO13. Be able to plan and implement information, methodological, material, financial and personnel support for the organization (division).

PLO14. Substantiate the parameters of the enterprise's development directions, work out the economic characteristics of the ways of their implementation.

PLO16. Conduct marketing research of selected value chains using various tools.

3. CONTENT OF THE EDUCATIONAL COMPONENT (CURRICULUM PROGRAM)

| Topic. List of issues to be considered within the topic | Distribution within the general time budget | | | | | Learning resources ² |
|---|---|------------|-----|---------------------|------------|---|
| | Directed study | | | Self-directed study | | |
| | Lectures | Practicals | lab | Lectures | Practicals | |
| Topic 1. Research and analytical activities Analysis of the actual state of the problem under study using the accumulated factual material and involving all theoretical knowledge, certain methodological tools | | | | 30 | 30 | Textbooks, manuals: 1-7 Methodological support: 1-2 Other sources: 1-10 |
| Topic 2. Project activities | | | | 30 | 30 | |

| | | | | | | |
|--|--|--|--|----|----|--|
| Proposals for increasing the efficiency of the enterprise as a whole and solving the problem under study in the field of administrative management | | | | | | |
| Total | | | | 60 | 60 | |

4. TEACHING AND LEARNING METHODS

| MLO | Teaching methods (work to be carried out by the teacher <u>during classroom classes, consultations</u>) | Teaching methods (what types of educational activities should the student <u>perform independently</u>) |
|---|--|--|
| MLO 1. Use appropriate analytical and methodological tools to collect and analyze the necessary data, calculate economic indicators, make reasoned management decisions | Instruction on industrial practice, explanations, consulting | Working with educational and methodological literature, conducting a survey, independent data collection |
| MLO 2. Analyze the activities of the enterprise using information systems and technologies of applied scientific research in administrative management | Consultations of scientific supervisors of professional internship and undergraduate practice | Completing the undergraduate internship program in production conditions, independent work, preparing a report |
| MLO 3. Write, prepare and defend a report on the completion of professional internship and undergraduate practice | Verification of reports by scientific supervisors of professional internship and undergraduate practice | Independent work, preparing a report, reports-presentations for the report |

5. EVALUATION BY THE EDUCATIONAL COMPONENT

5.1 Summative assessment

5.1.1 To assess the expected learning outcomes, the following is provided:

| № | Methods of summative assessment | Points / Weight in the overall assessment | The date of compilation |
|----|---|---|-------------------------|
| 1. | Preparation of documents for professional internship and undergraduate practice and instruction in occupational safety and health (practice diary) | 10 points / 10 % | 1st week |
| 2. | Implementation of the professional internship program. Collection of material for writing a report on the professional internship. Analysis of administrative, accounting and production documentation of the studied enterprise. | 20 points / 20% | during internship |
| 3. | Implementation of the undergraduate practice program. Collection of material for completing an individual task on the selected research topic. Analysis of administrative, accounting and production documentation of the studied enterprise. | 20 points / 20% | during internship |
| 4. | Writing and preparation of a report on professional internship and undergraduate practice. | 30 points / 30% | 6th week |
| 5. | Presentation report, participation in the Q&R session | 20 points / 20% | after internship |
| | Total | 100 points | |

5.1.2 Evaluation criteria

| Component | Unsatisfactory | Satisfactory | Good | Excellent |
|---|--|--|--|--|
| Preparation of documents for professional internship and briefing on occupational safety and health (professional internship diary) | <i>0 points</i> | <i>1-7 points</i> | <i>7-9 points</i> | <i>10 points</i> |
| | The diary is missing. A general negative assessment is given for the completion of professional internship and pre-diploma practice. | The diary is missing. A general negative assessment is given for the completion of professional internship and pre-diploma practice. | The diary is missing. A general negative assessment is given for the completion of professional internship and pre-diploma practice. | The diary is missing. A general negative assessment is given for the completion of professional internship and pre-diploma practice. |
| Implementation of the professional internship program. Collection of material for writing a report on the professional internship. Analysis of administrative, accounting and production documentation of the studied enterprise. | <i>0 points</i> | <i>1-10 points</i> | <i>11-16 points</i> | <i>17-20 points</i> |
| | The higher education applicant systematically violated the established deadlines for completing tasks. The requirements for the professional internship program were not met. | The higher education applicant systematically violated the established deadlines for completing tasks. The requirements for the professional internship program were not met. | The higher education applicant systematically violated the established deadlines for completing tasks. The requirements for the professional internship program were not met. | The higher education applicant systematically violated the established deadlines for completing tasks. The requirements for the professional internship program were not met. |
| Implementation of the undergraduate internship program. Collection of material for the implementation of an individual task on the selected research topic. Analysis of administrative, accounting and production documentation of the researched enterprise. | <i>0 points</i> | <i>1-10 points</i> | <i>11-16 points</i> | <i>17-20 points</i> |
| | The higher education applicant systematically violated the established deadlines for completing tasks. The requirements for the undergraduate internship program were not met. | The higher education applicant systematically violated the established deadlines for completing tasks. The requirements for the undergraduate internship program were not met. | The higher education applicant systematically violated the established deadlines for completing tasks. The requirements for the undergraduate internship program were not met. | The higher education applicant systematically violated the established deadlines for completing tasks. The requirements for the undergraduate internship program were not met. |
| Writing and preparation of a report on professional internship and undergraduate internship | <i>0 points</i> | <i>1-15 points</i> | <i>16-25 points</i> | <i>26-30 points</i> |
| | The report does not meet the established requirements for content, does not contain proper information about the content and form of organization of activities carried out during | The report does not meet the established requirements for content, does not contain proper information about the content and form of organization of activities carried out during | The report does not meet the established requirements for content, does not contain proper information about the content and form of organization of | The report does not meet the established requirements for content, does not contain proper information about the content and form of organization of activities carried out during |

| | | | | |
|---|---|--|---|---|
| | professional internship and undergraduate practice, contains gross errors in content. | professional internship and undergraduate practice, contains gross errors in content. | activities carried out during professional internship and undergraduate practice, contains gross errors in content. | professional internship and undergraduate practice, contains gross errors in content. |
| Report-presentation of the report on professional internship and undergraduate practice | <i>0 points</i> If there is a negative characteristic of the supervisor from the practice base or the supervisor of practice from the department, a positive assessment of the practice is impossible. If the higher education applicant has not completed the program at least for one of the stages of the practice and received 0 points for the corresponding report, the points received for other reports are not taken into account, and a general negative assessment is given based on the results of the professional internship and undergraduate practice. | <i>1-10 points</i> If there is a negative characteristic of the supervisor from the practice base or the supervisor of practice from the department, a positive assessment of the practice is impossible. If the higher education applicant has not completed the program at least for one of the stages of the practice and received 0 points for the corresponding report, the points received for other reports are not taken into account, and a general negative assessment is given based on the results of the professional internship and undergraduate practice. | <i>11-16 points</i> If there is a negative characteristic of the supervisor from the practice base or the supervisor of practice from the department, a positive assessment of the practice is impossible. If the higher education applicant has not completed the program at least for one of the stages of the practice and received 0 points for the corresponding report, the points received for other reports are not taken into account, and a general negative assessment is given based on the results of the professional internship and undergraduate practice. | <i>17-20 points</i> If there is a negative characteristic of the supervisor from the practice base or the supervisor of practice from the department, a positive assessment of the practice is impossible. If the higher education applicant has not completed the program at least for one of the stages of the practice and received 0 points for the corresponding report, the points received for other reports are not taken into account, and a general negative assessment is given based on the results of the professional internship and undergraduate practice. |

5.2 Formative assessment:

5.2.1 To assess current progress in learning and understand areas for further improvement,

| № | Elements of Formative Assessment | Date |
|----------|--|---|
| 1 | Oral feedback from supervisors of professional internships and undergraduate practice and students | During professional internship and undergraduate practice |
| 2 | Assessment of the progress of the student's professional internship and undergraduate practice by the internship | During professional internship and undergraduate practice |

| | | |
|---|---|--|
| | supervisor | |
| 3 | Review and discussion of the report on professional internship and undergraduate practice by the supervisor and student | After completion of professional internship and undergraduate practice |

Self-assessment can be used as an element of summative assessment or formative assessment.

5.3 Total number of points for EC and rating scale

The total number of points for the educational component is 100 points.

5.3.1 The grading scale in force at the University:

| The sum of points for all types of educational activities | Evaluation on a national scale | |
|---|---|---|
| | For an exam, course project (work), practice, qualification work | For a credit |
| 90 – 100 | excellent | passed |
| 82-89 | good | |
| 75-81 | satisfactory | |
| 69-74 | | |
| 60-68 | | |
| 35-59 | not satisfactory with the possibility of retaking | not passed with the possibility of retaking |
| 0-34 | not satisfactory with obligatory repeated study of the discipline | not passed with obligatory repeated study of the discipline |

6. EDUCATIONAL RESOURCES (LITERATURE)

Main sources

Textbooks, manuals

1. Organizational Management: Textbook / Compiled by: L.E. Dovgan, I.P. Malik, G.A. Mokhonko, M.V. Shkrobot. Kyiv: Igor Sikorsky Kyiv Polytechnic Institute, 2017, 271 p.
2. Production Management: Textbook / Butko M.P. et al. Kyiv. Center for Educational Literature. 2019. 420 p.
3. Agrarian Economics. Farmer: Basic Level: Textbook / ed. V.I. Ladyka. Kyiv: Intas, 2013.630 p.
4. Agrarian Economics. Farmer: Professional Level: Textbook / ed. V.I. Ladyka. Sumy: University Book, 2014. 621 p.

Methodological support

1. Rules for the design of student works: methodological guidelines for teachers and students of full-time and part-time forms of study of the Faculty of Economics and Management / compiled by N.I. Strochenko, N.G. Maslak, L.O. Rybina Sumy: Sumy National Agrarian University. 2020. 36 p.
2. Professional internship and undergraduate practice. Program and methodological recommendations for completing the practice. For applicants for the specialty D3 "Management" OPP Administrative Management of the educational degree "master" / Kalachevska L.I., Slavkova O.P., Lukash S.M, Brychko A.M., Kharchenko T.O. - Sumy, 2023. – 42 p.

Other sources

1. Kalachevska L.I., Stetsenko M.V. Marginal analysis as a business management tool: the experience of Germany. Effective economy. 2023. No. 10. DOI: <http://doi.org/10.32702/2307-2105.2023.10.19>
2. Kalachevska L. I., Nayda K. O. Effectiveness of personnel management of agricultural enterprises in conditions of systemic crisis. Effective economy. 2021. No. 10. – URL: <http://www.economy.nayka.com.ua/?op=1&z=9403> (date of access: 10/29/2021). DOI: 10.32702/2307-2105-2021.10.4

3. Kalachevska L.I. Innovative business management models in the agricultural sector: adaptation to the challenges of global markets. *Economy and Society*. 2024. No. 68. URL: No. 68 (2024): *Economy and Society* | *Economy and Society* DOI: <https://doi.org/10.32782/2524-0072/2024-68-11>
4. Koblianska, I., Kalachevska, L., Minta, S., Strochenko, N., & Lukash, S. (2021). Modelling and forecasting of potato sales prices in Ukraine. *Agricultural and Resource Economics: International Scientific E-Journal*, 7(4), 160-179. DOI: <https://doi.org/10.51599/are.2021.07.04.09>
5. Duan, Y., Shuplat, O., Matsuka, V., Lukash, S., Horbashevska, M. And Kyslova, L. (2023). Risk Management Strategy for International Investment Projects of an Innovative Enterprise in the Context of Industry 4.0. *Econ. Aff.*, 68(04): 2047-2056. DOI: 10.46852/0424-2513.4.2023.16
6. Brychko, A., Cui, X., Kharchenko, T., Tytarenko, V., & Pitel, N. (2024). Sustainable development strategies in enterprise management: Innovation and responsibility. *Journal of Management World*, 2024(4), 293-300. <https://doi.org/10.53935/jomw.v2024i4.389>
7. Brychko, A., & Bondar, A. (2024). Scientific principles of managing the strategic development of agricultural enterprises in the context of globalization processes. *Economic Space*, (189), 219-222. <https://doi.org/10.32782/2224-6282/189-39>
8. Slavkova O.P. Development of personnel management technologies in the context of the digital economy. *Intellect XXI*. 2024. Issue No. 1. P.49-56 DOI: <https://doi.org/10.32782/2415-8801/2024-1.7>
9. Lukash, S., & Konev, R. (2024). Financial support for farms in Ukraine in the context of preparation for European integration. *Economy and Society*, (68). Retrieved from <https://economyandsociety.in.ua/index.php/journal/article/view/5049> DOI: <https://doi.org/10.32782/2524-0072/2024-68-179>
10. Kalachevska L.I., Tsyganok S.O. Comparative analysis of the effectiveness of pesticide use in growing winter wheat. *Bulletin of the Sumy National Agrarian University*. 2020. Issue 2(84). P. 3-11

Additional sources

1. www.ktbl.de
2. www.minagro.gov.ua
3. <https://ima.hswt.de/en/triesdorf-en/mooc-en>
4. <https://ima.hswt.de/en/triesdorf-en/literature-en>
5. <https://www.erasmus-topas.eu/expected-results/mooc-topas>

Software

Computer programs MAX and Regio Max