

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SUMY NATIONAL AGRARIAN UNIVERSITY

Professional internship
and undergraduate practice

**THE PROGRAM AND METHODOICAL RECOMMENDATIONS FOR
PRACTICE**

second (master's) level of higher education students
Educational Program "Administrative Management"

Sumy-2026

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Department of Public Management and Administration

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There are outlined general provisions, purpose, tasks and program of professional internship and undergraduate practice; main responsibilities of practice participants; requirements and methodical recommendations for drawing up a practice report; criteria for evaluating results. The Appendices contain sample forms for the report and tables for the practice report for students of the second (master's) level of higher education, specialty D3 "Management", EP "Administrative Management".

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Introduction

Practical training of students of higher educational institutions in accordance with Art. 43 of the Law of Ukraine "On Higher Education" is one of the forms of organization of the educational process and a mandatory component of educational and professional programs for all educational levels. The main task of practical training of students is to ensure the quality of training of specialists of second (master's) level of higher education. During practice, the foundations of professional activity, abilities and skills, professional qualities of a specialist are laid. The professional development of the future specialist depends on the quality of tasks performed during the practice period. Solving the task of training highly qualified specialists requires consolidating the theoretical knowledge acquired at a higher educational institution with practical work skills at the enterprise. In modern conditions, the requirements for compliance of the level of training of specialists in higher educational institutions with the requirements of employers, for ensuring the competitiveness of graduates in the labor market are increasing. One of the ways to solve this problem is the step-by-step practical training of future managers with a consistent increase in the level of professional knowledge and practical skills.

Practical training is a holistic process that involves the continuity and sequence of obtaining the necessary amount of practical knowledge and skills in accordance with the educational degree: Master's. Formation of abilities and skills is provided by seminar, practical, laboratory classes, independent work of students and a complex of various practices, the priority goal of which is student development. The practical training of the student is designed not only to ensure the formation of professional skills, but also the professional abilities and personality traits of a manager. **The purpose of practice** is to consolidate theoretical knowledge by students and get the opportunity to use it in practice, to determine the next direction of professional activity in the positions of a manager, to study and analyze problems related to the topic of a diploma scientific research. Students summarize all the research that was previously conducted by them during coursework and seminar work, writing practical reports, draw conclusions and proposals and submit them for implementation at the enterprise.

The main task of practical training is to consolidate the theoretical knowledge obtained in the training process, to develop the ability to make professional decisions in the specific conditions of any business entity, to master modern methods, forms of labor and production organization, and to develop professional skills and abilities in them for making independent decisions during specific work in production conditions, fostering the need to systematically replenish one's knowledge and creatively apply it in practical activities.

Based on the requirements of the standard of higher education "On the approval of the standard of higher education in the specialty D3 "Management" for (master's) second level of education" No. 959 of July 10, 2019, the training of specialists capable of identifying and solving complex tasks and problems in the field of management or in the learning process, involving research and/or innovation and characterized by uncertainty of conditions and requirements. Formation of the personality of a qualitatively new level of a specialist, capable of solving complex non-standard tasks and problems of an innovative and research nature in the field of management of agrarian enterprises and organizations.

During the internship, students must take an active part in the company's activities, find reserves for improvement of activities in each functional area and prepare justifications for a number of proposals to improve the efficiency of the company's management.

The enterprise, where the student undergoes practice at each level of training, becomes the object of independent applied research and performance of qualification work on the materials of the enterprise. The cooperation between the educational institution, the student and the enterprise, which is the basis of practice, allows to formulate the topic of the qualification work, which should be useful for the enterprise and be carried out on its order in accordance with the requirements of the state certification of the

graduate. Completion of a professional internship and undergraduate practice in management is a mandatory educational component of the training of those obtaining a master's degree in the specialty D3 "Management" at the Sumy National Agrarian University in accordance with the EP "Administrative Management" for the second (master's) level and provides students with the following competencies:

№	Program competence	Code
General		
1	Ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge/types of economic activity).	GC2
2	Skills in using information and communication technologies	GC3
3	Ability to abstract thinking, analysis and synthesis.	GC7
Professional (special)		
1	Ability to establish values, vision, mission, goals and criteria by which the organization determines further development directions, develop and implement appropriate strategies and plans.	PC2
2	Ability to effectively use and develop the organization's resources.	PC 4
3	Ability to create and organize effective communications in the management process.	PC 5
4	Ability to analyze and structure organizational problems, make effective management decisions and ensure their implementation.	PC 9
5	Ability to manage the organization and its development.	PC 10
6	The ability to justify the parameters of the company's development directions, to work out the economic characteristics of the ways of their implementation.	PC 11
7	The ability to form an effective system of accounting and control of the enterprise's activities in order to make effective management decisions.	PC 14
8	The ability to analyze markets, form a system of promotion of goods and services, develop the image of the object of management.	PC 15

As a result of industrial practice, the student must demonstrate the following learning outcomes:

№	Program learning outcomes	Code
1	Identify problems in the organization and justify methods of solving them	PO2
2	To plan the activities of the organization in strategic and tactical sections.	PO 5
3	Organize and carry out effective communications within the team, with representatives of various professional groups and in an international context.	PO 7
4	Be able to plan and carry out informational, methodical, material, financial and personnel support of the organization (subdivision).	PO 13
5	To substantiate the parameters of the company's development directions, to work out the economic characteristics of the ways of their implementation.	PO 14
6	Conduct market research on selected value chains using a variety of tools.	PO 16

The terms and duration of practices are determined by the curriculum and schedule of the educational process. The curriculum for the specialty D3 "Management" of the EP "Administrative Management" of second (master's) level of higher education provides 5 credits in the second semester for professional internship and undergraduate practice.

CHAPTER 1

ORGANIZATION AND MANAGEMENT OF STUDENT PRACTICE

1.1 GENERAL REGULATIONS

Professional internship and undergraduate practice are the logical conclusion of all types of practice in training a specialist in administrative management. This is the final stage of the student's preparation for the qualification work and the subsequent independent activity in the specialty.

The purpose of the practice is to prepare an individual task for each student on a comprehensive study of aspects of enterprise management, collection of practical and statistical materials for the performance of qualification work.

The task of the professional internship and undergraduate practice is the practical training of students for the Master's degree in the specialty and the formation of the educational characteristics of the skills provided for by the variable parts, the practical use of the knowledge acquired in accordance with the educational and professional program, in the specified primary positions.

State institutions and organizations, enterprises of various forms of ownership, including associations of enterprises, organizations or institutions (vertically and horizontally integrated structures), territorial communities should be *the object* of professional internship and undergraduate practice. These should be enterprises and organizations that apply innovative management methods and practices.

During professional training and undergraduate practice, an individual task is performed and reports are drawn up for each type of practice. The content of the individual task, the order of its execution is determined and agreed upon by the scientific supervisor of the qualification work of the corresponding level. The effectiveness of an individual task largely depends on how well the student is oriented to the content of the practical task, its priority issues, and the rational distribution of the time allocated for practice.

An individual task is given to the student before the beginning of professional internship and undergraduate practice. Tasks can be related not only to writing a qualification paper, but also to the department's research work on state budget and economic topics, preparation of reports for international scientific conferences. Research during the practice period should aim to enhance the professional level of students' training.

In the process of professional internship and undergraduate practice, the student must, in accordance with the qualification requirements:

- Identify problems in the organization and justify the methods of solving them;
- substantiate and manage projects, generate business ideas;
- plan the activities of the organization in strategic and tactical sections;
- organize and carry out effective communications within the team, with representatives of various professional groups and in an international context;
- be able to plan and implement informational, methodical, material, financial and personnel support of the organization (unit);
- justify the parameters of the company's development directions, work out the economic characteristics of the ways of their implementation;
- be able to determine the effectiveness of financial and investment projects;
- conduct marketing research of selected value chains using a variety of tools.

After completing the professional internship, the student must prepare a practice report in accordance with the content of methodological recommendations. After completing the undergraduate practice, the student must prepare proposals for the academic supervisor regarding the content of the first version of the theoretical and analytical sections of the qualification work. Proposals regarding the content of the theoretical and analytical sections of the qualification work must be logical, evidential, and argumentative in nature and meet the following requirements:

- contain an in-depth comprehensive analysis of the researched problem;
- contain elements of independent research;
- contain calculations using the methods learned during training to determine the economic efficiency of production processes;

- contain an analysis of the investigated problem within the limits of the investigated enterprise sufficient to substantiate the proposals.

At the end of the professional internship and undergraduate practice, the student formulates thorough proposals for improving the company's activities. The complex of developments proposed for further research should be presented in the third section of the qualification work.

A comprehensive report on professional training and undergraduate practice reflects the results of the study of program issues (their status over the past three years), contains conclusions and recommendations, copies of documents and decisions. They must have a clear structure, logical sequence, convincing argumentation, evidence of conclusions and reasonableness of recommendations.

1.2 REQUIREMENTS FOR THE OBJECT OF PRACTICE

The objects of professional training and undergraduate practice are state institutions and organizations, enterprises of various forms of ownership and organizational and legal forms, which are legal entities and carry out one or more types of economic activity according to the State Classifier of Types of Economic Activity DK 009 - 96. Enterprises must meet modern requirements, that is, they must apply advanced forms and methods of management and organization of production, planning and economic work, logistics and marketing activities, progressive technologies of administrative management must be introduced at enterprises and institutions. The high level of professionalism of specialists of basic enterprises should ensure the possibility of assisting students in acquiring professional skills and abilities. Practical training of higher education applicants studying at SNAU is carried out by their internship at enterprises, institutions and organizations in accordance with the agreements concluded by SNAU, which provide practical training. (Detailed information is available at the link <https://eim.snau.edu.ua/studentu/praktichna-pidgotovka-studentiv/>). Sumy NAU has a significant network of enterprises (internship bases), which is constantly supplemented by new partners and updated in accordance with the terms of cooperation agreements. The database of current cooperation agreements of SNAU is <https://docs.google.com/spreadsheets/d/1vssr06tzisbgryshb5viud6vvgaehys-/edit?gid=522536613#gid=522536613>. In addition, students can independently choose a suitable place of practice for themselves, but at the same time, the conditions that the educational institution puts forward for the enterprises that are practice bases must be met. The enterprise, where the student is doing internship, becomes the object of the student's independent applied research and his performance of qualification work based on actual data of a real organization operating in market conditions. The division of students according to the objects of practice and the appointment of managers is carried out by the department, agreed with the dean's office and the academic department, and issued by the rector's order.

1.3 PRACTICE MANAGEMENT AND MAIN DUTIES OF SUPERVISORS AND STUDENT INTERNSHIPS

MANAGEMENT OF PRACTICE FROM SNAU

Experienced teachers of the graduate department of public management and administration are involved in guiding students' practice. Responsibilities of the head of practice from SNAU are:

- providing an assessment of the state and compliance of the practice bases with the basic requirements of higher education institutions for them and determining the level of their readiness for accepting students;
- conducting, together with representatives of the dean's office, orientation meetings for students (briefing), which take place before sending them to practice;
- ensuring the implementation of a set of organizational measures before sending students to practice, providing students with the necessary documents:
 - a) practice diary and practice program;
 - b) drawing up a schedule for the implementation of the practice program;
 - c) provision of tasks related to the collection of materials by students-interns for carrying out scientific research;
- conducting regular (according to the compiled and approved schedule) consultations;

- monitoring compliance with the deadlines for practice tasks, correcting them, if necessary, and drawing up a report;
- checking the practice report and admitting them to the defense;
- taking part in the work of commissions created at the department for the protection of practice reports and their evaluation.

MANAGEMENT OF PRACTICE FROM THE ENTERPRISE - OBJECT OF PRACTICE

Responsibility for the organization of industrial practice in the organization (institution) lies with the head of the organization (institution), which concluded a contract with SNAU, or sent an official request regarding the possibility of practical training in the allotted time for a specific number of students - interns. By order, he appoints the head of the practice from the organization (institution) from among the most highly qualified employees. Management of student interns at workplaces is carried out by managers and leading specialists of the organization who have a full higher education. At the beginning of the practice, the head of the practice at the enterprise is obliged to hold an organizational meeting with the students, and then a tour of the enterprise in order to acquaint the students with the main types of activities of the enterprise, linear and functional divisions and to recommend student interns to the heads of these divisions; conduct a training session on the study of the rules of internal order and behavior at the enterprise, the rules of safety equipment, and fire prevention rules. The main responsibilities of practice managers from the enterprise:

- organization of the workplace and creation of necessary conditions for practice;
- providing students with the necessary information about the company's activities;
- involving students-interns to active participation in the current work of the organization and its structural divisions;
- providing students with the necessary technical means for processing primary information, preparing a report and individual assignments;
- control over the performance of both individual tasks and the entire practice program as a whole;
- checking the student's final report and writing feedback.

RESPONSIBILITIES OF STUDENT INTERNSHIPS

After signing the order on assignment to professional internship and undergraduate practice, students are issued with appropriate referrals and a second copy of the contract. They are the basis for students' stay in the relevant organization during the internship and are presented to the head of the base organization. During the internship, the student performs work in accordance with the program at the workplace under the supervision of a full-time employee of the organization (institution), and in this case he can be considered as an intern, understudy, intern, assistant. It is allowed to enroll students temporarily in full-time positions during the internship period, if the work in this position does not conflict with the program of the relevant internship and does not prevent the performance of the tasks of the industrial internship. The working hours of the student-intern are established in accordance with the internal regulations and work regime in force in the organization (institution). The duration of the working day of a student - intern should not exceed 8 hours in a five-day work week, and 7 hours in a six-day work week. It is assumed that 20% of the working time of the student-intern during the internship will be used for the collection of materials, writing and design of the report.

Obligations of student interns during internship:

- before the start of practice, obtain all the necessary organizational and methodical materials and advice on their design at the educational institution;
- arrive on time at the place of practice and document the start of practice;
- observe labor discipline, rules of labor procedures, safety techniques and other norms;
- carry out work at the place of practice in accordance with the received tasks in the mode of operation of the relevant units of the enterprise;
- regularly visit the head of practice from SNAU on the days of his consultations at the department;
- complete the assigned tasks in full in accordance with the practice program and recommendations provided by the practice supervisors from SNAU and the enterprise;
- be responsible for the quality of the work performed;

- make a report on practice on time and at the appropriate level;
- defend the practice report within the specified time.

1.4 REQUIREMENTS FOR FORMING THE PRACTICE REPORT

The results of internships - professional internship, undergraduate internship - are drawn up by the student as a written report. It should have a clear structure, logical sequence, persuasive argumentation, provability of conclusions and reasonableness of recommendations. The report should correspond to the program of practice defined in the methodological recommendations.

The written report on the internship is the main final document that provides an opportunity to analyze and evaluate the student's activities during the internship. A report reflecting the results of the program's tasks must be compiled during the internship, checked and approved on the basis of the internship by the internship supervisor and the internship supervisor from the department.

The practice report is comprehensive and contains issues of the professional internship and undergraduate practice program. The report should contain an introduction (2-3 pages), chapters (according to methodological recommendations), conclusions and proposals (1-2 pages), a list of used sources (at least 15 sources) and appendices.

The report includes: title page (Appendix A1); the table of contents, where the names of all sections and subsections of the report are indicated; main part, list of used literature; applications. The total volume of the report is up to 35 pages. A-4 format (not including appendices). Margins should be left on four sides of the sheet: left - 30 mm, right - 10 mm, top and bottom - 20 mm. The numbering of the pages of the report should be continuous, the first page is the title page, the page number is not placed on it. If the report has figures and tables on separate pages, as well as appendices, they must be included in the end-to-end numbering. During practice, the student is obliged to keep a diary (Appendix A2) where it is necessary to highlight the nature and content of the work performed as fully as possible.

Documents (copies) from the enterprise are attached to the practice report

- charter;
- staff list;
- enterprise balance sheet, profit and loss statement and other public information.
- job instruction;
- quality certificates of manufactured products;
- contracts for the supply and sale of products (services);
- documents on personnel management and administration (orders);
- others (on the topic of research).

GENERAL REQUIREMENTS FOR COMPLETING QUALIFICATION WORKS ARE PRESENTED IN THE FOLLOWING EDITIONS:

1. Code of Academic Ethics and Academic Integrity of the SNAU, approved by the Academic Council of the SNAU on 01/26/2026. URL: <https://drive.google.com/file/d/1jke4Ky8K53G3SnFOtD0YxyH2g6TutABK/view>

2. Code of Academic Integrity of the Sumy NAU. Decision of the Academic Council of the Sumy NAU No. 7 dated 10/28/2024. URL: <https://drive.google.com/file/d/142uwVZKHnDYNQJ6TKFxaaPcr7rT5qTN8/view>

3. Methodological recommendations for higher education institutions on supporting the principles of academic integrity. URL: https://snau.edu.ua/wp-content/uploads/2020/02/Methods_2019-Final.pdf

4. Regulations on the prevention and detection of academic plagiarism in Sumy National Agrarian University No. 6 dated 12/26/2017) URL: https://drive.google.com/file/d/1broXTIWw07C5S1_tCyCJUyUPXvIUgkq2/view

3. Regulations on the organization of the educational process in Sumy National Agrarian University. No. 112 dated 08.04. 2015 URL: <https://snau.edu.ua/wp-content/uploads/2020/02/>

4. Regulations on the procedure for checking academic and scientific texts for uniqueness in Sumy National Agrarian University. Decision of the Academic Council No. 22 dated 06/30/2025. URL: <https://drive.google.com/file/d/1TBRpjmNNvmalhbl8n1TTc7-yU8NpZNdS/view>

5. Rules for the design of student works: methodological guidelines for teachers and students of full-time and part-time forms of study. Sumy: Sumy National Agrarian University, 2025. 47 p.

1.5 DESIGN OF THE PRACTICE DIARY

During practice, the student processes materials in accordance with the program and keeps a diary, which displays all his current work and which should include:

- a calendar plan for the student's implementation of the relevant practice program with an evaluation of its implementation;
- a work plan, which is drawn up together with practice managers from the department and the enterprise;
- conclusions and proposals of the student based on the results of the relevant practice;
- final preliminary assessment of the student's work during the internship period by the manager from the enterprise.

After arriving at the organization, a corresponding note is made in the diary about the intern's arrival, an individual schedule of his work is entered, and all the work done for each day of the internship is noted in it. The diary is regularly checked and signed by the head of practice from the enterprise.

After completing the practice, the diary is signed by the student and certified with the signature of the practice manager and the seal of the enterprise. At the end of the internship, students prepare a report, sign it at the company and submit it to the department no later than 10 days after returning from the internship.

1.6 DEFENSE OF PRACTICE REPORT

The completed report together with the filled-in diary is submitted by the student to the practice supervisor from the enterprise (organization) for review. The latter gets acquainted with the report, signs it on the title page (provided a positive evaluation), prepares a description of the student, in which an assessment of the implementation of the practice program, content and design of the report is given.

In the first week after returning from the internship, the report is submitted by the student to the department for registration and verification by the supervisor of the internship in order to allow it to be defended. If there are significant deviations from the requirements regarding the content and design of the report, it is returned for revision. The defense of the practice report is accepted by the commission appointed by the head of the department, with mandatory inclusion in the commission of the head of practice from the department. According to the results of the defense, a differentiated assessment is issued, which is recorded on the title page of the report, in the report and in the score book. A student who has not completed the tasks of the internship program for valid reasons may be granted the right to repeat the internship.

1.7 EVALUATION CRITERIA

The author of the report must demonstrate the ability to: logically and reasonably present the material; correctly use statistical, mathematical and other methods; conduct their own research; have generalization skills; formulate conclusions; work with information sources; initiate and justify innovative approaches and directions for solving the problem under study; work with a supervisor, etc.

Reports are evaluated using an interval evaluation scale that establishes relationships between the defense rating indicator, the national evaluation scale and the ects evaluation scale.

In general, a qualitatively completed and defended report is evaluated at a maximum of 100 points. The procedure for converting the rating indicators of the normalized 100-point university evaluation scale into the traditional 4-point scale and the european ects scale is given in table 1.1.

Table 1.1 – interval evaluation scale

Number of points	Scale rating	
	national	ECTS
90	100 5 (excellent) A	90
82	89 4 (good) B	82
74	81 4 (good) C	74
64	73 3 (satisfactorily) D	64
60	63 3 (satisfactorily) E	60
35	59 2 (unsatisfactorily) FX	35
1	34 2 (unsatisfactorily) F	1

The report is assessed on a 100-point scale and is the sum of the points that the higher education applicant receives for two components:

- 1) completion of the report (maximum number of points - 70);
- 2) defense of the report (maximum number of points - 30).

The assessment is based on clear criteria. The values of the ects system and the national scale correspond to the following knowledge, skills and abilities (table 1.2):

Table 1.2- criteria for assessing qualification work

Components	Points			
1. Running the report				
Relevance, theoretical and practical significance	1-4		5	
	partially justified		substantiated, the work contains elements of scientific novelty	
Clarity of formulation of the object, subject, goal and objectives of the study	1-2		3-4	5
	not formulated correctly		not clearly formulated	clearly formulated
Logicity of the structure and its correspondence to the topic	0-3	4-7	8-10	
	content and structure do not correspond to the topic, the defined goal and the tasks set	content and structure partially correspond to the topic, the defined goal and the tasks set	content and structure correspond to the topic, the defined goal and the tasks set	

Systematicity and completeness in the disclosure of the topic	0-3	4-7	8-10
	the main issues regarding the research topic are not revealed; the work is based on unscientific provisions;	some issues are adequately covered, or the analysis of problematic issues is somewhat superficial; the subject of the research is significantly narrowed;	all issues of the topic are covered with support from fundamental provisions
Style, literacy, logical presentation	0-3	4-7	8-10
	the work is written with a significant number of spelling, punctuation and stylistic errors	the work is written in scientific language with a small number of spelling, punctuation and stylistic errors	the work is written in competent scientific language without spelling, punctuation and stylistic errors
Quality of the report	1-2	3-7	8-10
	does not meet the established requirements	generally meets the established requirements, but several inaccuracies are allowed	fully meets the established requirements
Argumentation of	1-3	4-7	8-10

the conclusions, their correspondence to the results obtained	the conclusions are not specific and are not based on the provisions of the work (do not follow from its content)		specific conclusions regarding the results of the study, however, they are not properly argued and clearly stated	the results of the study are clearly formulated, properly substantiated, have a scientific nature and practical significance	
Collaboration with the scientific supervisor in the preparation of the work	1-3		4-7	8-10	
	the work was prepared without the approval of the scientific supervisor or submitted to the department in violation of the		established deadlines the work was completed and submitted to the department within the specified time limits, however, during its implementation, the applicant did not coordinate his actions with the scientific supervisor	at all stages of the work, the applicant for higher education completed the tasks after coordinating them with the scientific supervisor; the work was submitted to the department on time in a form ready for defense	
Defense report					
Preparing a report and presentation	1-3		4-7	8-10	
	prepared a presentation report with a large number of errors		prepared a report and presentation with a small number of errors	prepared a structured presentation and a meaningful report	
Answers to questions:	1-2	3-6	7-9	10-14	15-20
	unable to answer the questions posed, unable to argue the position of the work	tries to answer the questions posed and makes attempts to argue the position of the work	significant inaccuracies are made in the answers to the questions, the position of the work is not always properly substantiated	correct answers are given to all questions, but the argument is not always confident, or not always correctly formulated	correct and clear answers are given to all questions, one's own position is correctly argued

The preliminary number of points for the report is determined by the scientific supervisor during the verification process. During the defense of the report by the higher education applicant, the number of points may be changed depending on the quality of the defense. The results of the report defense are announced on the day of the defense.

CHAPTER 2

PRACTICE PROGRAMS AND CONTENTS OF THE PRACTICE REPORT

2.1 The program of professional internship in administrative management by students of the "Management" specialty of the EP "Administrative Management" second (master's) level of higher education

1. To study the organizational and economic characteristics of the object of practice.
2. Study the management system of the practice facility.
3. Assess the level of technologies and management methods, study the organization of production of the main types of products;
4. Analyze the level of resource provision of the object of practice (land, labor resources, capital).
5. Analyze the nomenclature of the main types of products/services of the object of practice
6. Analyze the dynamics of the main economic indicators of the financial and economic activity of the object of practice.
7. To characterize the external environment of the object of practice.

2.2 The program of undergraduate practice for students of the "Management" specialty of the EP "Administrative Management" second (master's) level of higher education

Undergraduate practice involves the performance of an individual task that fully corresponds to the topic and content of the qualification thesis. An individual task is given to the student before the beginning of the undergraduate practice. Tasks can be related to writing a qualification paper, as well as to the department's research work on state budget and economic topics, preparation of reports for international scientific conferences. An individual task, as a rule, includes an analysis of the state of the researched problem on the materials of the research object, as well as an analysis of world and domestic experience in solving the researched problem.

2.3 Professional internship and undergraduate practice schedule

Week	Task
1 week	- characterize the status of the practice object (date of creation, legal address, form of ownership, belonging to a certain organizational and legal form, main goals of activity); - get to know all the structural subdivisions of the practice facility; - briefly describe the history of the creation and development of the practice object; - to analyze forms of investment attraction; determine the stage of the life cycle of the object of practice; - familiarize yourself with the charter of the enterprise, analyze compliance with state requirements regarding registration and activity of the practice object;
2 week	- investigate the organizational structure of the management of the practice facility; - to analyze the regulations on structural divisions and job instructions of one of the structural divisions; - get acquainted with the main types of economic activity of the object of practice, the nomenclature of products (services); - analyze and evaluate the quality of products (goods, works, services) and their competitiveness (in comparison with competitors); - evaluate the quality management system of the practice facility as a whole;
3 week	- analyze the dynamics of indicators characterizing the volume of sales of goods (performance of works, provision of services); determine the factors that determine them; - to determine the level of supply of the main factors of production: the dynamics of the company's labor resources, the dynamics and structure of the fixed assets of the practice object, the dynamics of the product nomenclature; - to determine the dynamics of the main economic indicators of the business activity of the object of practice;
4 week	- characterize the environment of the object of practice; - determine the nature of the market (international, national, regional, city, district, etc.); - collect information on the number of organizations that operate in the same market as the organization that is the base of practice, and which are its direct competitors; - assess the degree of intensity of competition;
5 week	- evaluate the effectiveness of investment projects carried out by the object of practice; - to develop proposals regarding the prospects for the development of innovative and investment activities of the object of practice; - substantiate proposals for practical assistance to the object of practice in the development of ways to ensure its competitiveness, business planning and promotion of its products to the consumer;
6 week	- analyze the state of the investigated problem; - to analyze the world and domestic experience of solving the investigated problem; - draw up a practice report.

2.4 Content of the report on professional internship and undergraduate practice

Content of the report on the completion of a professional internship and undergraduate practice (fulfillment of an individual task)

1. Introduction (2 pages)

2. Research and analytical (analytical and calculation) chapter (up to 25 pages)

2.1 Organization of the management and administration of the practice facility with detailed coverage:

- location; the history of the object of practice.

- organizational and legal form of business,

- organizational structure and management structure,

- specialization of the object of practice;

- availability of the main factors of production: the dynamics of the labor resources of the enterprise, the dynamics and structure of the fixed assets of the object of practice, the dynamics of the product nomenclature.

- the main indicators of the effectiveness of financial and economic activity.

2.2. Analysis of the state of the researched problem (according to the topic of the qualification work).

3. Analysis of global and domestic experience in solving the problem under study. (up to 5 pages)

4. List of used sources (25 sources, including 5 foreign sources)

5. Appendices

In the research-analytical (analytical-calculation) chapter, the student must conduct a thorough analysis of the actual state of the researched problem exclusively on the materials of the enterprise-the object of undergraduate practice and its functioning environment, using the accumulated actual material with the involvement of all theoretical knowledge, certain methodological tools. In the specified chapter, it is necessary to give a general description of the research object, highlight the history and prospects of its development. Based on the analysis of empirical or reported data, personal impressions and generalizations, it is necessary to make the necessary calculations on the chosen topic, identify the achieved successes and shortcomings, and determine their causes. The analytical chapter should be completed with elements of information technologies for theoretical justification of the optimal directions of socio-economic development, which to the greatest extent correspond to the combination of management, innovation, economic and environmental goals of enterprise management.

Chapter 3 of the report is based on the study of literary sources and should highlight the results of studying the best domestic and foreign practices for solving the research problem.

In general, the report of the report should contain all the necessary information for the qualification work and be similar in structure and content to the second section of the thesis.

List of recommended literature

1. DSTU 3008-95 "Documentation. Reports in the field of science and technology. Structure and registration rules". – URL: http://www.sumdu.edu.ua/images/stories/scientific_inf/research/dstu_3008-95.pdf
2. DSTU 8302:2015 "Bibliographic reference. General provisions and rules of drafting". – URL: <http://lib.pu.if.ua/files/dstu-8302-2015.pdf>
3. Official website of the State Statistics Service. – URL: <http://www.ukrstat.gov.ua/>
4. Production economy: education. manual for preparation profession. agrarian higher education institution / Under the editorship V. P. Galushko, H. Stryobel. - Vinnytsia: New book, 2005. - 392 p.
5. Agrarian economy. Farmer. Basic level. Textbook and workbook for professional educational institutions in two volumes. Volume 1, 2013., 620 c.
6. Educational and professional program "Administrative Management" for the second (master's) level. URL: <https://snau.edu.ua/viddil-zabezpechennya-yakosti-osviti/zabezpechennya-yakosti-osviti/osvitni-programi/fakultet-ekonomiki-i-menedzhmentu/> (date of application: 01.02.2026).
7. The official website of the Research Institute of Agriculture Productivity URL: http://www.uapp.kiev.ua/?m=156&CMS_TABLE_PREFIX=site_ua
8. Official website of the National Scientific Center "Institute of Soil Science and Agrochemistry named after O. N. Sokolovsky" URL :<http://www.issar.com.ua/uk/pro-instytut>
9. The official website of the National Institute of Veterinary Medicine and Feed Additives URL: <http://www.scivp.lviv.ua/>
10. Rules for the design of student works: methodological guidelines for teachers and students of full-time and part-time forms of education of the Faculty of Economics and Management / comp. N.I. Strochenko, N.H. Maslak, L.O. Rybina, Sumy: Sumy National Agrarian University, 2025. 47 p
11. Standard of higher education in the specialty "Management" for the second (master's) level of higher education. URL: <https://mon.gov.ua/storage/app/media/vishcha-osvita/zatverdzeni%20standarty/2019/07/12/D3-menedzhment-magistr.pdf> (date of application: 01.02.2026).

Appendices

Appendix A

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SUMY NATIONAL AGRARIAN UNIVERSITY

FACULTY OF ECONOMICS AND MANAGEMENT

Department of Public Management and Administration

REPORT

about the results of professional training and undergraduate practice

(based on _____)

from _____ to _____ 20__

Completed by: a student of the _course of the Faculty of Economics and Management, **specialty D3 "Management" of the EP "Administrative Management"** of the second (master's) level of higher education, group _____

(FULL NAME)

Supervisors:

from an enterprise, organization, institution

(signature) _____ (surname and initials) stamp
from a higher educational institution

(signature) _____ (scientific degree, academic title, full name)

Members of the commission _____
(signature) (surname and initials)

(signature) (surname and initials)

(signature) (surname and initials)

Sumy – 20__

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SUMY NATIONAL AGRARIAN UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
Department of Public Management and Administration

PRACTICE DIARY

about the results of professional training and undergraduate practice

(based on _____)

from _____ to _____ 20__

Completed by: a student of the _course of the Faculty of Economics and Management, **specialty D3 "Management" of the EP "Administrative Management"** of the second (master's) level of higher education, group

(FULL NAME)

Supervisors:

from an enterprise, organization, institution

(signature)

(surname and initials) stamp

from a higher educational institution

(signature)

(scientific degree, academic title, full name)

Sumy - 20__

(full name of the higher education institution)

PRACTICE DIARY

(type and name of practice)

student _____

(full name)

Institute, faculty, department _____

Department _____

education level _____

training direction _____

specialty _____

(name)

_____ course, group _____

Student _____

(full name)

arrived at the enterprise, organization, institution

Stamp

enterprise, organization, institution « » _____ 20__

(signature)

(position, surname and initials of the responsible person)

Left the enterprise, organization, institution,

Stamp

enterprise, organization, institution « » _____ 20__

(signature)

(position, surname and initials of the responsible person)

Practice schedule

[illegible]

Supervisors:

from a higher educational institution

(signature) (surname and initials)

from an enterprise, organization, institution

(signature) (surname and initials)

Work records during practice

Date	Work performed

Supervisors

from an enterprise, organization, institution

(signature)

(surname and initials)

Stamp

«_____» _____ 20__ year

from a higher educational institution

(signature)

(surname and initials)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Stamp

«_____» _____ 20____ year

[illegible]

(surname and initials)

The conclusion of the internship supervisor from the higher educational institution about the internship

The date of the assessment „__” ____ 20__ year

Rating:
on a national scale _____
(in words)

scores _____
(numbers and words)

according to the ECTS scale _____

Supervisor from a higher educational institution

(signature)

(surname and initials)

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SUMY NATIONAL AGRARIAN UNIVERSITY

Department of Public Management and Administration

Approved
Head of the Department of Public
Management and Administration
_____ Dr.Sc., Professor Olena Slavkova
"___" _____ 20__ y.

**INDIVIDUAL TASK
FOR PASSING PRACTICE**

to the student _____
full name

1. The topic of the scientific direction _____
2. Base of practice _____
3. A list of questions to be investigated (substantiated) in accordance with the topic of scientific research in the course of practice

4. Tasks for the analytical and calculation part (with a precise definition of mandatory calculations) _____

Issue date of the assignment «___» _____ 20__ y.

Supervisor _____

Accepted the task to be performed _____

Recommended tables for the preparation of a report for students undergoing practice at manufacturing enterprises

Table 1 – The dynamics and structure of the net income from the sale of products (goods, works, services) of the enterprise according to 20...-20... yy.

Product type	Year						Average, 20... – 20.....y.	
	20...		20...		20...			
	amount, thousand UAH	specific weight, %	amount, thousand UAH	specific weight, %	amount, thousand UAH	specific weight, %	amount, thousand UAH	specific weight, %
Total		100.0		100.0		100.0		100.0

Table 2 - The main economic indicators of the enterprise

Indicators	20_ y.	20_ y.	20_ y.	Deviation (+, -; %)
1. Gross output at constant prices:				
a) per 100 hectares of agricultural land, thousand UAH				
б) per 1 average annual worker, thousand UAH				
В) for 100 hryvnias of the main production assets, hryvnias				
2. Commodity products:				
a) per 100 hectares of agricultural land, thousand UAH				
б) per 1 average annual worker, thousand UAH				
3. Gross profit (loss)				
a) per 100 hectares of agricultural land, thousand UAH				
б) per 1 average annual worker, thousand UAH				
4. Net profit (+), loss (-):				
a) per 100 hectares of agricultural land, thousand UAH				
б) per 1 average annual worker, thousand UAH				
Cost of sold products, thousand UAH.				
Administrative expenses, thousand UAH.				
Sales costs, thousand UAH.				
Other operating expenses, thousand UAH.				
Other expenses, thousand UAH.				
5. Level of profitability (+), level of unprofitability (-) % (Net profit: sum of total costs) x 100%				
6. Profitability of funds (rate of profit), % Net profit: (the sum of the average annual cost of fixed and current assets.) x 100%				

Auxiliary table to fill in the previous tables*

Indicator	20__y.	20 __y.	20 __y.
Gross production, thousand UAH			
Agricultural land area, ha			
The number of employees, persons			
The cost of fixed assets, thousand UAH			
The cost of current assets			
Direct labor costs, thousand man-hours			
Commodity products, thousand UAH			
Gross profit (loss), thousand UAH			
Net profit (+), loss (-), thousand UAH			
Cost of sold products, thousand UAH			
Administrative expenses, thousand UAH			
Sales costs, thousand UAH			
Other operating expenses, thousand UAH			
Financial expenses, thousand UAH			
expenses from equity participation,			
Other expenses, thousand UAH			
Remuneration fund, thousand UAH			

Table 3 - Composition and structure of land plots

№	Indicators	20__ y.		20__ y.		20__ y.		Deviation (+,-) of the reporting year from the base year	
		ha	%	ha	%	ha	%	nature units	%
1.	Agricultural lands – total								
	of which:								
	arable land								
	including irrigated								
	fallow								
	haymakers								
	pastures								
	gardens								
	berry bushes								
2.	Other lands								
3.	Total land area		100,0		100,0		100,0		
4.	Level of land development, %								
5.	Plowing level, %								
6.	Specific weight of crops in arable land area, %								

Table 4 - Indicators of movement and qualitative composition of fixed assets

№	Indicators	20__ y.	20__ y.	20__ y.	Deviation (+,-) of the reporting year from the base year	
					nature units	%
1.	The cost of the main production assets at the beginning of the year, thousand UAH.					
2.	Received basic production funds for the year, thousand UAH.					
3.	The main production funds were lost for the year, thousand UAH.					
4.	Accumulated depreciation, thousand UAH.					
5.	Receipt ratio					
6.	Attrition rate					
7.	Coefficient of dynamics	x				
8.	Replacement coefficient					
9.	Refresh rate					
10.	Wear level, %					
11.	Suitability level, %					
12.	Specific gravity of the active part,%					
13	The average annual cost of the main production assets, thousand UAH.					
14	Fund security for 1 ha, thousand UAH.					
15	Fund capacity					
16	Produced gross output in comparable prices for the 1st average annual employee, thousand UAH.					

Table 5 - Composition and structure of current assets

№ п/п	Indicators	20__ y.		20__ y.		20__ y.		Deviation (+,-) of the reporting year from the base year	
		thousa nd UAH	%	thousa nd UAH	%	thousa nd UAH	%	thousand UAH	%
1.	Circulating funds – total								
	including								
	production stocks, of which:								
	raw material								
	basic and auxiliary materials								
	purchased semi-finished products and component products								
	packaging and packaging materials								
	spare parts								
	unfinished production								
	costs of future periods								
	2. Circulating funds - total								
3.	Current assets - total		100,0		100,0		100,0		x

Table 6 - Indicators of the economic efficiency of the use of circulating funds

№	Indicators	20__ y.	20__ y.	20__ y.	Deviation (+,-) of the reporting year from the base year	
					nature units	%
1.	Average annual value of circulating funds, thousand UAH.					
2.	Revenue from the sale of products, thousand hryvnias.					
3.	Turnover coefficient					
4.	Duration of 1 turn, days					
5.	Profitability, %					
6.	The amount of released (additionally involved) circulating funds, thousand UAH.	x				

Table 7 - Composition and structure of labor resources

№	Categories of employees	20__ y.		20__ y.		20__ y.		Deviation (+,-) of the reporting year from the base year	
		pers on	% to total	pers on	% to total	pers on	% to total	nature units	%
1.	Employees - total (by functional duties)		100,0		100,0		100,0		
	including engineering and technical workers – total								
	leaders								
	specialists								
	Workers engaged in the main production								
	Workers of auxiliary industries								
6.	Other categories of employees								
	Employees - total (by age)		100,0		100,0		100,0		
	up to 30 years								
	from 30 to 50 years								
	from 50 to 60 years								
	older than 60 years								
9.	Employees - total (by level of education)		100,0		100,0		100,0		
	average								
	medium special								
	the base is higher								
	higher								
10.	Employees - in total (by seniority)		100,0		100,0		100,0		
	up to 5 years								
	from 5 to 10 years								
	from 10 to 20 years								
	more than 20 years								
11.	Employees - total		100,0		100,0		100,0		
	men								
	women								
12.	Employees - total (by other classification groups)		100,0		100,0		100,0		
13	Average monthly salary of 1 employee, hryvnias.								
14	Specific weight of wages in net income, %								
15	Received at the rate of 1 hryvnia of wages, hryvnias:								
	- commodity products								
	- profit								

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Slavkova O.P.
Kharchenko T.O.

**Professional internship and undergraduate practice.
The program and methodical recommendations for practice**

**for students of specialty D3 "Management"
EP Administrative Management
Master's degree**

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