

Ministry of Education and Science of Ukraine
Sumy National Agrarian University
Faculty of Economics and Management
Department of Management named after Professor L.I. Mykhailova

Work program (syllabus) of the educational component
PROFESSIONAL INTERNSHIP AND UNDERGRADUATE PRACTICE

Mandatory OK 11

Specialty	D3 "Management"
Educational program	Organizational Management and Administration
Level of higher education	Second (Master's) level

Developers: Alvina OREKHOVA

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Considered and approved at a meeting of the Department of Management named after Professor L.I. Mykhailova	protocol dated <u>02.06.2026</u> № <u>15</u>
	Manager departments <u>Alvina OREKHOVA</u> (signature) <u>Alvina OREKHOVA</u> (last name, initials)

Agreed:

Guarantor of the educational program Alvina OREKHOVA
(signature) Alvina OREKHOVA
(Full name)

Dean of the faculty where the educational program is implemented Svitlana LUKASH
(signature) (Full name)

Review of the work program (attached) provided by: Liudmyla DASHUTINA
(signature) (Full name)

Lyudmila KHROMUSHYNA
(signature) (Full name)

Methodologist of the Department of Educational Quality, licensing and accreditation Nadiya BARANIK
(signature) (Full name)

Registered in the electronic database: date: 13.07. 2026.

Information on reviewing the work program (syllabus):

Educational the year in which changes are being made	Number of the appendix to the work program with a description of the changes	Changes reviewed and approved		
		Date and number of the meeting minutes departments	Head of the Department	Educational program guarantor

1. GENERAL INFORMATION ABOUT THE EDUCATIONAL COMPONENT			
1.	Name OK	Professional internship	
2.	Faculty/department	Faculty of Economics and Management, Department of Management named after Professor L.I. Mykhailova	
3.	Status OK	Mandatory	
4.	Program/Specialty(s) that include OK for mandatory OK	Educational and professional program "Organizational Management and Administration". Second level of higher education in the specialty D3 Management Areas of knowledge D Business, administration and law Qualification: Master in Organizational Management and Administration	
5.	NQF level	7	
6.	Semester and duration study	2nd semester, 4 weeks	
7.	Number of credits ECTS	5	
8.	Total hours and their distribution	Contact work	
		Daily	Correspondence
		150	150
9.	Language of instruction	Ukrainian	
10.	Teacher/Coordinator educational component	Doctor of Economics, Prof. Oriekhova A.I.; Ph.D., Associate Professor Turchina S.G., Ph.D., Associate Professor Tkachenko V.V.	
11.1	Contact information	Room 303e Every Tuesday from 2:00 p.m. to 3:00 p.m.	
11.	General description of the educational component	Professional internship is the logical conclusion of all types of practice in the training of a management specialist. It is the final stage of preparing a student for qualification work and subsequent independent activity in the specialty.	
12.	Purpose of the educational component	Preparation by the student of an individual task on a comprehensive study of enterprise management, collection of practical and statistical materials for performing qualification work.	
13.	Prerequisites for studying OK, connection with other educational components of OP	The educational component is based on the disciplines: "Methodology of scientific research and maintenance of the principles of academic integrity", "Organizational management", "Change and project management", "Leadership and management of team interaction", "Corporate management", "Strategic management of agrarian business".	
13.1	Logistics and technical support for the implementation of the OK	Enterprises, organizations, and institutions, regardless of their form of ownership and subordination, which are bases of practice, must meet the following requirements: - the presence of structures that correspond to the educational programs that train specialists at a higher education institution; - the opportunity to provide interns with jobs for the period of practice; - granting the right to use the library, laboratories, technical and other documentation necessary for the implementation of the internship program; - the possibility of further employment of graduates (on a general basis, subject to the availability of vacancies); - availability of information support for interns regarding the latest technologies used in the industry.	
14.	Academic Integrity Policy	If a candidate submits another candidate's work as their own, such work is canceled and retaken. In the case of plagiarism, the corresponding assignment must be retaken. In case Using text borrowings without proper citation (academic plagiarism) - the work is canceled.	
15.	Link to Moodle	https://cdn.snau.edu.ua/moodle/course/view.php?id=6162	

2.

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

Learning outcomes for OK: After studying the educational component, the student is expected to be able to...	Program learning outcomes that the OK aims to achieve (indicate the number according to numbering given in the OP)												How is RND assessed?
	PRN1	PRN2	PRN3	PRN5	PRN6	PRN7	PRN8	PRN10	PRN11	PRN13	PRN14	PRN15	
DRN 1. Use appropriate analytical and methodological tools to collect and analyze necessary data, calculate economic and management indicators, and make well-reasoned management decisions.	+	+	+	+	+	+	+	+	+	+	+	+	Survey during the defense of the professional internship report
DRN 2. Analyze the activities of the enterprise using information systems and technologies of applied scientific research in management.	+	+	+	+	+	+	+	+	+	+	+	+	Analytical work (Internship report)
DRN 3. To develop practical skills in conducting economic research, informational, legal and methodological support, based on the essence of the problems being solved.	+	+	+	+	+	+	+	+	+	+	+	+	Analytical work (Internship report)
DRN 3 Prepare and protect internship report in accordance with the requirements	+	+	+	+	+	+	+	+	+	+	+	+	Report- presentation of the professional internship report

3. CONTENT OF THE EDUCATIONAL COMPONENT

Topic. List of issues to be addressed within the topic	Distribution within the overall time budget						Recommended reading
	Classroom work				Independent work		
	Luke		P.z / semin.z				
	daytime	correspondence	daytime	correspondence	daytime	correspondence	
<i>Topic 1. General organizational and economic characteristics of the enterprise.</i> Availability of land and labor resources, efficiency of use of fixed and working capital, specialization and production direction of the enterprise and its financial condition					18	18	Textbooks, manuals: 1-5 Methodological support: 1-2 Other sources: 1-5
<i>Topic 2. Analysis of the main types of regulatory, informational, reporting and statistical materials and documents related to the process of enterprise management and familiarization with the practice of their application</i> Regulatory and legal acts regulating the activities of the enterprise, internal regulatory documents, personnel management documentation, primary accounting documentation, financial, tax and accounting reporting, statistical reporting and the procedure for its submission, analytical and information materials (reports, marketing research, audit), electronic document flow and information systems, the practice of using documents in management, methods of analyzing reporting and statistical materials, areas for improving work with documentation.					18	18	Textbooks, manuals: 1-5 Methodological support: 1-2 Other sources: 1-5

<i>Topic 3. Organizational management.</i> Analysis of the organizational structure of enterprise management, distribution of functions and powers, assessment of communication efficiency, characteristics of the production system, establishment of the relationship between management and production structures, identification of strengths and weaknesses of the management system.					18	18	Textbooks, manuals: 1-5 Methodological support: 1-2 Other sources: 1-5
<i>Topic 4. Change and project management.</i> Causes and factors of change, change planning, project management, organizational structure during change, methods of implementing change, risk assessment, monitoring and control, personnel adaptation, change support tools, project effectiveness assessment.					18	18	Textbooks, manuals: 1-5 Methodological support: 1-2 Other sources: 1-5
<i>Topic 5. Conflictology and management psychology.</i> Types of conflicts, causes of conflicts, methods of preventing and resolving conflicts, psychological aspects of management, communication skills, leadership style, staff motivation, stress management, making managerial decisions, forming an effective team.					18	18	Textbooks, manuals: 1-5 Methodological support: 1-2 Other sources: 1-5
<i>Topic 6. Strategic management of agricultural business.</i> Analysis of the external and internal environment, formulation of strategic goals, development of development strategies, resource planning, risk assessment, implementation of strategies, monitoring and control, adaptation to market changes, innovation and competitiveness, performance assessment					18	18	Textbooks, manuals: 1-5 Methodological support: 1-2 Other sources: 1-5
<i>Topic 7. Information systems and technologies of applied and scientific research</i> Types of information systems, application of IT in research, databases and analytical tools, automation of data collection and processing, modeling and forecasting software, systems integration, assessment of technology effectiveness, support for scientific and applied research.					21	21	Textbooks, manuals: 1-5 Methodological support: 1-2 Other sources: 1-5
<i>Topic 8. Leadership and management of team interaction.</i> Leadership styles, team motivation, distribution of roles and responsibilities, communication and feedback, forming an effective team, conflict resolution, collective decision-making, developing team interaction, assessing team performance, increasing staff engagement.					21	21	Textbooks, manuals: 1-5 Methodological support: 1-2 Other sources: 1-5
Total					150	150	

4. TEACHING AND LEARNING METHODS

DRN	Teaching methods (work to be carried out by the teacher <u>during classroom lessons</u> , consultations)	Teaching methods (what types of learning activities should the student perform independently)
DRN 1 Use appropriate analytical and methodological tools to collect and analyze the necessary data, calculate economic and marketing indicators, and make reasoned management decisions. decision.	Instruction on professional internship and pre-graduate practice, explanations, counseling	Working with educational and methodological literature
DRN 2 Analyze the activities of the enterprise using information systems and technologies of applied scientific research in management.	Consultations of scientific supervisors of professional internships and pre-graduate practice	Completion of a professional internship program in production conditions, independent work, preparation of a report
DRN 3. To develop practical skills in conducting economic research, informational, legal and methodological support, based on the essence of the problems being solved.	Consultations of scientific supervisors of professional internships and pre-graduate practice	Completion of a professional internship program in production conditions, independent work, preparation of a report
DRN 4. Write, prepare and defend a report on passing a professional internship and pre-graduate practice	Review of reports by academic supervisors of the specialist internship and pre-graduate practice	Independent work, preparation of reports, presentations to report

5. EVALUATION BY EDUCATIONAL COMPONENT

5.1. Summative assessment

5.1.1. To assess the expected learning outcomes, there are

No.	Summative methods evaluation	Points / Weight in the overall score	Date of compilation
1.	Preparation of documents for passing a professional examination internship and pre-graduate practice, and instruction in occupational safety and health (professional internship diary)	10 points /10%	1st week
2.	Implementation of the professional internship and pre-graduate practice program. Collection of material for writing a professional internship report. Analysis of economic and management documentation of the studied enterprise.	30 points /30%	during practice
3.	Writing and preparing a report on professional internship and pre-graduate practice.	35 points / 35%	4th week
4.	Presentations, answers and joint discussions	25 points / 25%	4th week
	Total	100 points	

5.1.2. Evaluation criteria

Component	Unsatisfactorily	Satisfactorily	Good	Perfectly
Design documents for completing professional internship and pre-graduate practice, and instruction in occupational safety and health (professional diary) internship)	<i>0 points</i> There is no diary and the presence of other control objects is not taken into account. Exhibited overall negative assessment for completing professional internship and pre-graduate practice.	<i>1-7 points</i> Diary is drawn up in violation of the established requirements, does not contain the information provided for therein (in particular, regarding the content of the tasks performed).	<i>7-9 points</i> The diary generally contains appropriate information, but is designed in violation of established requirements.	<i>10 points</i> The diary is properly formatted and contains complete information about the intern's activities.
Implementation professional programs	<i>0 points</i> Higher education applicant education systematically	<i>1-15 points</i> Higher education applicant education is not	<i>16-26 points</i> Higher education applicant education in general	<i>27-30 points</i> Higher education student strictly adhered to

internship and pre-graduate practice. Collection material for writing a report on a professional internship (Analytical work)	Violated established deadlines for completing tasks. The requirements for the professional internship and pre-graduate practice program have not been met.	adhered to calendar plan for professional internship and pre-graduate practice. At the same time, most of the requirements are met, but some points of the practice content are missing or not sufficiently disclosed.	adhered to the calendar plan for completing the professional course internship and pre-graduate practice, however, allowed deviations from the recommendations, while fulfilling all the requirements of the internship program.	calendar plan for completing professional internship and pre-graduate practice. Conscientiously and on time fulfilled all the requirements of the professional internship program. He proposed his own solution to production issues, demonstrated activity, determination, creativity.
Writing and preparing a report on professional internship and pre-graduate practice	<i>0 points</i>	<i>1-15 points</i>	<i>16-29 points</i>	<i>30-35 points</i>
	The report does not meet the established requirements for content, does not contain proper information about the content, form of organization of activities carried out during professional internship and pre-graduate practice, and contains gross errors in content.	The professional internship and pre-graduate practice program was completed at a satisfactory level, its results are reflected in the report, which contains certain inaccuracies or does not contain important information, or there are other significant comments on the content of the report.	The report generally covers the necessary information stipulated by the requirements, contains a high positive assessment of the manager, however, there are minor remarks. From the content, it can be concluded that the professional internship program was fully and properly implemented. in a way.	The report contains all the necessary information regarding the process of organizing and results of the professional internship and pre-graduate practice. The professional internship program was implemented fully and properly.
Report-presentation of a report on professional internship and pre-graduate practice	<i>0 points</i>	<i>1-9 points</i>	<i>10-20 points</i>	<i>21-25 points</i>
	If there is a negative characteristic of the supervisor from the practice base or the internship supervisor from the department, a positive assessment of the internship is impossible. If a higher education applicant has not completed the internship program at least at one of the stages of the practice and received 0 points for the corresponding report, then the points received for other reports are not taken into account, and an overall negative assessment is given based on the results. Passage internship.	The higher education applicant does not provide satisfactory answers to the questions posed, is not familiar with the internship program or its individual parts, or makes gross errors that allow us to conclude that the internship program was not completed or was not properly completed, indicating the lack of real results of the internship and the acquired practical skills and abilities.	The higher education applicant demonstrates appropriate knowledge, is mostly oriented towards the content of the submitted report and the internship program, however, there are some inaccuracies in the answers to the questions.	The higher education applicant demonstrates appropriate knowledge, is fluent in the content of the submitted report and the internship program as a whole, thereby confirming its implementation; provides correct and reasoned answers to all questions from the professional internship and pre-graduate practice program.

5.2. Formative assessment:

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

No.	Elements of formative assessment	Date
1	Verbal feedback from internship and pre-graduate practice supervisors and education seekers	During the professional training internship and pre-graduate practice
2	Review and discussion by the supervisor and the student of the report on professional internship and pre-graduate practice	After completion of the professional internship and pre-graduate practice
3	Oral feedback on the report on professional internship and pre-graduate practice	After defending the report on the professional internship and pre-graduate practice

6. LEARNING RESOURCES (LITERATURE)

6.1. Main sources

6.1.1. Textbooks, manuals

1. Lyshenko M.O., Danko Y.I., Mushtay V.A. Methodology of scientific research and maintenance of the principles of academic integrity. Textbook. Sumy: SNAU, 2022. 170 p.
2. Management: a textbook / S. I. Strapchuk, O. P. Mykolenko, I. A. Popova, V. V. Pustova. – Ed. 2nd revision and additions. – Lviv: “Novyi Svit-2000”, 2025. – 356 p.
3. Oriekhova A.I., Batsenko L.M. Motivational mechanism and leadership in a team: a textbook, Sumy: FOP Tsoma S.P., 2024. 96 p.
4. Stoyanets N.V., Turchina S.G. Change Management. Textbook. Sumy National Agrarian University. Sumy: SNAU, 2021. 212 p.
5. Tkachenko V.V., Batsenko L.M., Kharchenko T.M. Social responsibility. Textbook for full-time and part-time students, fields of knowledge 07 and 05, OS "Master", 2nd revised and supplemented edition. Sumy, 2023. 283 p.

6.1.2. Methodological support

1. Cross-disciplinary practice program. Methodological recommendations for applicants for the second (master's) level of higher education in the specialty 073 "Management" of the OP "Management of organizations and administration" of full-time and part-time study / Oriekhova A.I., Tkachenko V.V., Turchina S.G. Sumy, 2023. 38p.
2. Educational and methodological complex "Professional internship and pre-graduate practice - OS "Master" in the Moodle program. <https://cdn.snau.edu.ua/moodle/course/view.php?id=6162>

6.1.3. Other sources

1. Dashutina L.O. Theoretical and methodological principles of effective enterprise management in the context of globalization challenges of today. Journal "Scientific innovations and advanced technologies" (Series "Management and administration", Series "Law", Series "Economics", Series "Psychology", Series "Pedagogy"). 2023. No. 5(19). P. 185-194. DOI: [https://doi.org/10.52058/2786-5274-2023-5\(19\)](https://doi.org/10.52058/2786-5274-2023-5(19)).
2. Oriekhova A., Khromushyna L., Holub I. Global goals as the basis for forming a strategy for the development of agricultural enterprises. Eastern Europe: Economics, Business and Management. 2024. Issue No. 2 (43). Pp. 62-68. DOI: <https://doi.org/10.32782/easterneurope.43-10>
3. Turchina S.G. Simulation modeling as a basis for change and project management in assessing the intellectual and innovative activities of an agricultural enterprise. Current issues in modern science. Scientific journal No. 3 (9) 2023. P. 131 - 141. DOI: [https://doi.org/10.52058/2786-6300-2023-3\(9\)](https://doi.org/10.52058/2786-6300-2023-3(9))
4. Turchina S.G. Change management - the basis of effective project activity of agricultural enterprises. Scientific innovations and advanced technologies. Scientific journal No. 2 (16) 2023. P. 203- 211 URL <http://perspectives.pp.ua/index.php/nauka/issue/archive/2>.
5. Tsebro Ya.I. Managing the competitiveness of agricultural enterprises: challenges and solutions. Entrepreneurship and Innovation. 2024. No. 32. P. 56-67. DOI: <https://doi.org/10.32782/2415-3583/32.33>

6.2. Software

1. Using standard Microsoft packages: Word, Excel, PowerPoint.
2. Multimedia, video and sound reproduction, projection equipment (video cameras, projectors, screens).
3. Zoom Video Communications, Inc. v. 5.6.1 software – for organizing training via video communication (if necessary).
4. Moodle distance learning system software – for organizing distance learning for higher education students (access to educational materials, communication with the teacher, implementation of various types of assessments).
5. Web 2.0 software: Google Cloud & Docs – for providing teaching materials, communicating with higher education students, completing and posting assignments.
6. Massive open online course platforms (Prometheus, Coursera, Action. Digital Education, etc.) – as a tool of informal education for studying elements of the educational component, which allows you to deepen your knowledge of topics and form additional digital competencies.