

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**

**OK 31 Educational practice**

**"Introduction to the profession"**

status - mandatory

Implemented within the framework of the Management educational program  
(name)

in the specialty D3 "Management"  
(code, name)

at the first (bachelor's) level of higher education

Developer:

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Professor of the Department of Management named after  
Professor L.I. Mykhailova

|                                                                                                            |                                                                                     |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Considered and approved at a meeting of the Department of Management named after Professor L.I. Mykhailova | protocol dated <u>09.06.2026</u> № <u>15</u>                                        |
|                                                                                                            | Manager departments<br>(signature) <u>Alvina ORIEKHOVA</u><br>(last name, initials) |

Agreed:

Guarantor of the educational program

  
(signature)

Natalia STOYANETS  
(Full name)

Dean of the faculty where the educational program is implemented

  
(signature)

Svitlana LUKASH  
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Review of the work program (attached) provided by:

  
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Liudmyla MOGYLINA  
(Full name)

  
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## CONTENT

|   |                                                 |    |
|---|-------------------------------------------------|----|
| 1 | DESCRIPTION OF THE SUBJECT OF TEACHING PRACTICE | 4  |
| 2 | GOAL AND TASK                                   | 5  |
| 3 | LEARNING OUTCOMES                               | 6  |
| 4 | ORGANIZATION OF INTERNSHIP                      | 7  |
| 5 | TRAINING PRACTICE PROGRAM                       | 9  |
| 6 | LEARNING OUTCOMES                               | 10 |
| 7 | TEACHING METHODS                                | 11 |
| 8 | SUMMARY OF PRACTICE                             | 11 |
| 9 | LIST OF USED AND RECOMMENDED SOURCES            | 16 |
|   | APPENDICES                                      | 18 |

## 1 DESCRIPTION OF THE SUBJECT OF TRAINING PRACTICE

| Characteristics of practice                                                                                              | Specialty, educational degree                                                              | Type and form of practice control                        |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Course: 2<br>Semester: 4<br>Number of credits: 5<br>Total hours: 150<br>Number of weeks: 2<br>Number of weekly hours: 45 | Code and name of the specialty D3 "Management"<br><br>Educational level: Bachelor's degree | Type of practice: educational<br>Type of control: credit |

### Preface

Completing an internship is an important component of the educational process of preparing students for the D3 "Management" specialty.

The educational practice "Introduction to the profession" aims to familiarize students with the features of the future profession, its content and tasks of managerial activity, the role of managers at different levels of management of modern enterprises, and the features of organizing the training of management specialists.

During the practice, students are introduced to the peculiarities of studying at the university, new forms of work at lectures, practical and laboratory classes that are different from school. The main attention is focused on how it is most appropriate to study in order to effectively listen to lectures and competently compose notes, what exactly helps to develop individual methods of knowledge acquisition in first-year students, as well as what methods maximally contribute to the development of specific practical skills for each individual in particular. The scientific basis of educational practice is the use of methods of a systematic approach to studying the specialty.

## 2 GOAL AND TASK

### **Purpose of the training practice**

1. Familiarizing students with the organization of the educational process at the university, planning independent work, and requirements for completing individual tasks.

2. Introduction to the range of problems that are solved in the course of a specialist's professional activities in the field of management.

3. Stimulating interest in the future profession and a positive attitude towards learning.

4. Introducing higher education students to the field of their future professional activity: fostering in the future specialist respect for their specialty, teachers, and classmates.

The training practice in the discipline "Introduction to the profession" should provide an idea of the nature and content of the work of a manager (administrator), his role in solving the tasks of increasing production efficiency and the requirements that are imposed on a specialist in the processes of development of the national economy of Ukraine. The training practice in the discipline "Introduction to the profession" will help future specialists to imagine the main areas of their future activity, the composition of the tasks to be solved, the list of humanitarian, general professional and special knowledge necessary for the study and formation of program skills, to familiarize with the main issues of studying in higher education, the procedure for studying and the legal status of the student.

### **Tasks** practices are:

- to familiarize students with the general issues of the State Standard of Higher Education in Ukraine and the organizational and methodological basis of studying at universities;

- to familiarize with the features of organizing educational, research, independent and educational work at a university, at the relevant faculty, at the graduate department;

- to characterize the latest innovative and computer technologies, methods of activating learning during lectures, seminars, workshops, current and final knowledge control, state diagnostics of the quality of student training;

- determine the place and role of a specialist in organizational management and administration;
- to familiarize students with the content of the curriculum for training specialists, the structure, sequence, and relationship between disciplines;
- determine the types, place, content and terms of educational, comprehensive bachelor's, comprehensive specialty and pre-diploma internships, internships in providing thorough practical skills and abilities in the training of a specialist;
- to familiarize students with the scope of their future professional activities, a list of the main types of enterprises;
- to inform students of the list of positions that a graduate of this professional field can hold at enterprises;
- to provide students with a brief overview of the content of the educational and professional program of a specialist in the relevant professional direction of the specialty "Management", as well as to familiarize them with the qualification requirements and the main types and content of a manager's activities.

### **3 LEARNING OUTCOMES**

After educational practices with disciplines "Introduction to profession" student must know:

- professional qualifications requirements to specialists in the field of management;
- rights and obligations of students;
- list of professions, specialties and positions that can be held bachelor in management;
- composition and amount educational disciplines, structure educational plan from specialties;
- forms and methods of organizing the educational process and independent work of students;
- methods and forms of independent work of students, etc. Must be able to:
- work with scientific, regulatory and legal literature;
- search for the necessary information;

- carry out selection scientific research literature, informational analytical sources.

### **Acquire competencies:**

- the ability to generalize, analyse, perceive information, set goals and choose ways to achieve them;
- readiness for independent, individual work, decision-making within the framework of one's professional competence;
- ability and willingness to master the basic methods, means and means of obtaining, storing, and processing information;
- the ability to demonstrate basic knowledge in the field of natural sciences and the willingness to use basic laws in professional activities.

## **4 ORGANIZATION OF INTERNSHIP**

The organization of the "Introduction to the Profession" internship is carried out in accordance with the Regulations on the Organization of Internship in Higher Educational Institutions and this Program.

The internship will last 2 weeks.

Internship should be conducted at agricultural enterprises of the Sumy region, leading business structures, and various university departments (library, etc.).

The practice is supervised by the practice manager from the department.

**Practice manager from the department** ensures the implementation of all organizational educational and methodological activities related to the practice:

- conducts safety training;
- provides instructions on the procedure for completing the internship;
- provides students with the necessary documents (internship program, methodological instructions for completing the internship, individual assignment, etc.);
- organizes departure or arrival at the place of practice;
- informs students about the practice reporting system adopted at the department (deadlines for submission and form of written report, deadlines and procedure for defending the report on educational practice);
- provides students with consulting assistance in preparing a report,
- accepts practice reports;

**Students** During the internship, students are required to:

- before starting the internship, obtain the necessary documentation and consultations on its registration;
- fully perform all tasks stipulated by the internship program and the instructions of its leaders;
- to study and follow the rules of labour protection, safety techniques and industrial sanitation;
- be responsible for the work performed;
- to prepare reporting documentation in a timely manner and protect the report.

**Calendar plan** completing an internship:

| Number day                                                                             | Type of activity | Lesson topic                                                                                                                                                                                | Venue                     | Number hours |
|----------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------|
| <b>Content module 1 "Introduction to the specialty"</b>                                |                  |                                                                                                                                                                                             |                           |              |
| 1                                                                                      | Practical work 1 | Passing safety briefings.<br>Organization of the educational and educational process at the university and at the faculty.<br>Student self-government                                       | chair                     | 6            |
|                                                                                        | Practical work 2 | History and traditions of the Higher Education Institution                                                                                                                                  | chair                     | 7            |
|                                                                                        | Practical work 3 | Features of studying at the university, familiarization with the work of management structures (economic department, contractual department, accounting department, educational department) | Structural SNAU divisions | 8            |
| 2                                                                                      | Practical work 4 | Information and methodological support of the educational process of higher education institutions                                                                                          | SNAU                      | 8            |
|                                                                                        | Practical work 5 | The profession of "manager": content, nature and scope of future professional activity.                                                                                                     | SNAU                      | 8            |
| <b>Content module 2 "Content of the main activities of specialists in specialties"</b> |                  |                                                                                                                                                                                             |                           |              |
| 3                                                                                      | Practical work 6 | The role of the manager in increasing the socio-economic efficiency of modern enterprises                                                                                                   | SNAU                      | 14           |
| 4                                                                                      | Practical work 7 | Student's professional self-determination                                                                                                                                                   | SNAU                      | 14           |
| 5                                                                                      | Practical work 8 | Visit to the company                                                                                                                                                                        | enterprise                | 10           |
| 6                                                                                      | Practical work 9 | Report preparation                                                                                                                                                                          | enterprises               | 15           |

## 5 TRAINING PRACTICE PROGRAM

**Practical work 1.** Organization of the educational and educational process at the university and at the faculty. Student self-government

1. The place of universities in the higher education system and the system of training personnel for the economy of Ukraine.
2. The place and role of the faculty in the organization of the educational process of students.
3. Student self-government bodies at universities and faculties.

**Practical work 2.** History and traditions of the Higher Education Institution

1. Stages of development of a higher educational institution.
2. The role of rectors and teachers in shaping the modern image Higher education.
3. The most famous scientific achievements. Awards of the team and teachers.
4. International relations.
5. Organ Higher education.

**Practical work 3.** The role of the graduate department in the training of specialists

1. General information about Higher education.
2. Main structural divisions Higher education.
3. Faculty: areas of work, student self-government.
4. Departments, list of specialized disciplines, staff.
5. Social security of students.

**Practical work 4.** Information and methodological support of the educational process of higher education institutions

1. The essence and components of information and methodological support of the educational process in universities.
2. Information capabilities of the site Higher education.
3. The library of a higher educational institution as a center for information support for students.

**Practical work 5.** The profession of "manager": content, nature and scope of future professional activity.

1. Manager as an organizer of specific activities in an organization.
2. Functions and tasks of management.

3. Professional titles of jobs that specialists in the field of training "Management" are able to perform.

**Practical work 6.** The role of the manager in increasing the socio-economic efficiency of modern enterprises

1. General functional and typical tasks of a manager in ensuring the competitive development of an enterprise.
2. Specific functional responsibilities of a manager of a modern enterprise.
3. Socio-educational functions of a manager.

**Practical work 7.** Student's professional self-determination

1. Requirements for the personality of a manager.
2. Methods for assessing the personal qualities of a manager.
3. Methods for determining students' professional orientation and self-assessment.
4. Self-improvement. Self-management.

**Practical work 8.** Student visits to enterprises. Familiarization with the work of business structures, planning and economic department, personnel department, work schedule, job descriptions, document flow plan. Familiarization with the organizational and management structure, distribution of powers, etc. Preparation and defense of the report.

## 6 LEARNING OUTCOMES IN SPECIALTY D3 "MANAGEMENT"

| Code  | Learning outcomes                                                                                                                                                                     |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PR 1  | PRN 1. Know your rights and responsibilities as a member of society, be aware of the values of civil society, the rule of law, the rights and freedoms of man and citizen in Ukraine. |
| PR 2  | To preserve moral, cultural, and scientific values and increase the achievements of society, to use various types and forms of physical activity to lead a healthy lifestyle.         |
| PR 3  | Demonstrate knowledge of management theories, methods and functions, and modern leadership concepts.                                                                                  |
| PR 5  | Describe the content of the functional areas of the organization.                                                                                                                     |
| PR 6  | Demonstrate skills in searching, collecting and analyzing information, calculating indicators to justify management decisions.                                                        |
| PR 12 | Assess the legal, social and economic consequences of the organization's operation.                                                                                                   |
| PR 16 | Demonstrate skills in independent work, flexible thinking, openness to new knowledge, and being critical and self-critical.                                                           |
| PR 17 | Conduct research individually and/or in a group under the guidance of a leader.                                                                                                       |

## **7 TEACHING METHODS**

Monitoring the work of planning, economic and other management services of enterprise facilities, the organization of personnel work. Analyzing the effectiveness of personnel work. Studying the work of the library, dean's office, student self-government.

Working with regulatory documents for organizing the educational process.

Study of job descriptions of professions in accordance with the qualification list of the educational program, presentations, role-playing games.

## **8 SUMMARY OF PRACTICE**

### **Procedure for obtaining credit**

Students report on the completion of the program on the last working day of the internship.

The student's reporting form for the internship is the submission of a written report for review to the internship supervisor from the educational institution. A diary is attached to the written report, which is a mandatory component of the reporting documentation. Upon completion of the internship, students are given grades based on the results of checking the reporting documentation and the teacher's personal observation during the internship. If necessary, interviews are held with individual students on the implementation of the internship program.

### **Requirements for the report, practice diary**

The basis of the content of the report and diary is personal observations, critical analysis, comparison, evaluation of personnel work, work organization processes, as well as personal suggestions, comments, and conclusions.

The internship report should have the following structure:

1. Title page (Annex 1)
2. Content
3. Introduction
4. The main part
5. Conclusions and suggestions
6. References

Additional reporting documentation (diary)

Conclusion of the practice supervisor from  
the department

The report briefly and specifically describes the work personally performed by the student during the internship. Verbatim copying of the materials of the internship database (history of the database, general characteristics, etc.), as well as quoting literary sources beyond the standard, is not allowed.

The report must be prepared both on standard A4 sheets, handwritten or printed, and partially in electronic form (on electronic machine media) with continuous numbering, with mandatory consideration of standards.

The volume of the report should be minimally sufficient to disclose the program of the training practice (recommended volume from 10 to 25 typewritten pages).

The practice diary should have the following structure:

1. Title page (appendix)
2. Note on the start and end of the internship
3. Internship schedule
4. Work records during practice
5. Feedback and evaluation of student work in practice

All sections are filled out directly by the student, except for the feedback.

The diary must be signed by the internship supervisor from the educational institution.

### **List of questions submitted for the test (independent work).**

1. Manager of the 21st century.
2. Modern trends in management.
3. The figure of a modern manager.
4. History of the emergence and development of management.
5. Human interaction with the surrounding world as a purposeful process.
6. Business function and typology of business people.
7. Efficiency and limitations in the use of resources in the learning and management process.
8. The main functional purpose of a manager.
9. Business environment as a sphere of professional activity of a practicing manager.

10. Evaluation of the manager's activities and his main goals.
11. Manager: personal qualities necessary for the effective performance of job duties.
12. Management: a process of learning and self-study.
13. Formation and development of the manager's thinking.
14. Features of domestic business culture.
15. The relationship between mentality and management.
16. Concept and types of education levels. Correlation of requirements for graduates of secondary and higher educational institutions.
17. The concept and necessity of management. Basic management functions.
18. Requirements that a successful manager must meet.
19. Tools and methods of a modern manager.
20. Management problems caused by computerization.
21. The role of individual academic disciplines in the formation of a manager's toolkit.
22. Methods of increasing student efficiency during study.
23. Student methods and techniques for managing the effectiveness of personal resources.
24. Self-organization, self-motivation and self-control of the student.
25. The role and types of student communications. Ways to increase the effectiveness of their use.

### **Assessment methodology and distribution of points awarded to students**

The implementation of the main tasks of controlling students' knowledge during the training practice is achieved by systematic approaches to assessment and the comprehensiveness of the application of various types of control. According to the Regulations on the credit-modular system of organizing the educational process at SNAU, the assessment of students' knowledge is carried out on a 100-point scale, which is translated into the national scale accordingly ("excellent", "good", "satisfactory", "unsatisfactory") and the scale of the European Credit Transfer System (ECTS - A, B, C, D, E, FX, F):

| SNAU rating scale | National (four-point) scale rating | Scale rating ECTS |
|-------------------|------------------------------------|-------------------|
| 90-100            | 5 (excellent)                      | A                 |
| 82-89             | 4 (good)                           | B                 |
| 75-81             |                                    | C                 |
| 69-74             | 3 (satisfactory)                   | D                 |
| 60-68             |                                    | E                 |
| 35-59             | 2 (unsatisfactory)                 | FX                |
| 0-34              | 2 (unsatisfactory)                 | F                 |

Criteria for assessing the quality of the defence of the internship report:

45-50 points (5 “excellent”)– are awarded to students who have fully and thoroughly mastered all the topics of the internship curriculum, are able to freely and independently present the content of all the questions of the internship program, understand its importance for their professional training, and have fully completed all the tasks of each topic. A complete and reasoned answer is provided to the test questions. The quality of the report complies with the standards and requirements for the preparation of technical documentation.

40-44 points (5 “fairly excellent”) – are awarded to students who have not fully and thoroughly mastered individual questions of the practical work program. They are able to independently present the content of the main questions of the practical training program, have completed the tasks of each topic. A complete and reasoned answer is generally provided to the credit questions. The quality of the report complies with the standards and requirements for the preparation of technical documentation.

35-39 points (4 “very good”) – are given to students who have not fully and thoroughly mastered some topics of the practical work program, are not able to independently state the content of some questions of the practical training program. Individual tasks of each practical work are not fully covered. An incomplete, but reasoned answer is provided to the credit questions. The quality of the report as a whole meets the standards and requirements for the preparation of technical documentation.

30-34 points (4 “good”) – received by students who have mastered only some topics of the work program of the practice. They are not able to freely independently state the content of the main issues of the educational practice. The wrong answer is given to the test questions. The quality of the report does not sufficiently meet the

standards and requirements for the preparation of technical documentation.

20-29 points (3 “satisfactory”) – received by students who have mastered only individual questions of the internship curriculum. Are unable to sufficiently independently present the content of most questions of the internship curriculum. Have completed only individual tasks of each internship topic. An incorrect answer is given to the credit questions. The quality of the report does not sufficiently meet the standards and requirements for the preparation of technical documentation.

20-29 points (3 “sufficient”) – received by students who have a report, but have not mastered most of the topics of the practical training program, are unable to present the content of most of the main questions of the practical training. Have not completed most of the tasks of each practical training topic. No answers are provided to the credit questions at all. The quality of the report does not meet the standards and requirements for the preparation of technical documentation.

Less than 19 points (2 "not enough") - are received by students who do not have a report, but have daily notes on completing the training practice. They have not mastered the training program, are not able to explain the content of each topic of the training practice. They do not provide answers to the test questions at all.

A student who has not completed the internship program and received an unsatisfactory grade when taking the test is sent for internship again during the academic semester (after school hours) or during the holidays.

A student who repeatedly fails to receive a satisfactory grade for the internship in the commission is expelled from the university.

Following the results of the internship, the teacher-internship supervisor prepares a report. The internship report should have the following structure:

Title page;

Introduction (where it is indicated in accordance with which documents the practice was carried out); Main part (where it is briefly indicated how and with whom it was carried out

practice, places of practice, control of practice, data on practice results summarized in a table, their analysis);

Conclusions and suggestions;

Appendix to the report (list - a list of educational or industrial practice);

The report is developed in 2 copies, signed by the teacher (practice supervisor) and approved by the head of the relevant department. One copy of the report is stored at the department (for 5 years), and the second copy is transferred to the dean's office no later than September 1.

The results of the practice are discussed at department meetings, final conferences of students on practice, and the general results are discussed at meetings of the dean's office and the academic council of the faculty.

## 9 LIST OF USED AND RECOMMENDED SOURCES

### List of state-level regulatory documents

1. On Higher Education: Law of Ukraine of July 1, 2014 No. 1556-VII. / Verkhovna Rada of Ukraine. URL: <https://zakon.rada.gov.ua/laws/show/1556-18#Text>.
2. About approval standard higher education by specialty 073 "Management" for the first (bachelor's) level of higher education: Order of the Ministry of Education and Science of Ukraine dated October 29, 2018 No. 1165 / Ministry education and sciences Ukraine. URL: <https://mon.gov.ua/storage/app/media/vishcha-osvita/zatverdzeni%20standarty/12/21/073-Menedzhment.bakal.06.04.22.pdf>
3. National Classifier of Ukraine: Classifier of Professions (DK 003:2010): Order of the State Committee for Consumer Protection of Ukraine dated July 28, 2010 No. 327 / State Committee for Consumer Protection of Ukraine. URL: <https://zakon.rada.gov.ua/rada/show/va327609-10#Text>.
4. On urgent measures to ensure the functioning and development of education in Ukraine: Decree of the President of Ukraine dated July 4, 2005 No. 1013/2005 / President of Ukraine. URL: <https://zakon.rada.gov.ua/laws/show/1013/2005#Text>.
5. Regulations on the practice of students of agricultural higher educational institutions of Ukraine abroad: Order of the Ministry of Agrarian Policy of June 15, 2005 No. 264. / Ministry of Agrarian Policy and Food of Ukraine. URL: <https://zakon.rada.gov.ua/laws/show/z0855-05#Text>.
6. Concept of reforming and developing agricultural education and science: Order of the Cabinet of Ministers of Ukraine dated April 6, 2011 No. 279-r. / Cabinet of Ministers of Ukraine. URL: <https://zakon.rada.gov.ua/laws/show/279-2011-%D1%80#Text>.
7. On approval of the Regulations on the practice of students of higher educational institutions of Ukraine: Regulations of the Ministry of Education of Ukraine dated April 8, 1993 No. 93/ Ministry of Education and Science of Ukraine. URL: <https://zakon.rada.gov.ua/laws/show/z0035-93#Text>
8. On the introduction of the conclusion of tripartite agreements "higher educational institution-student-employer": Order of the Ministry of Education and Science of Ukraine dated July 17, 2006 No. 536 / Ministry of Education and Science of Ukraine. URL: <https://zakon.rada.gov.ua/rada/show/v0536290-06#Text>.

### List of regulatory documents of SNAU

9. Strategy of Sumy National Agrarian University for 2021 – 2025 years  
URL: <https://snau.edu.ua/wp-content/uploads/2021/01/%D1%81%D1%82%D1%80%D0%B0%D1%82%D0%B5%D0%B3%D0%B8%D1%8F.pdf>
10. Regulations on the organization of industrial practice for students of Sumy National Agrarian University: Order of the Rector of Sumy NAU dated January 31 2014 No. 425-k  
URL: <https://btf.snau.edu.ua/wp-content/uploads/2020/01/%D0%9F%D0%9E%D0%9B%D0%9E%D0%96%D0%95%D0%9D%D0%9D%D0%AF-%D0%9F%D0%A0%D0%9E-%D0%9F%D0%A0%D0%90%D0%9A%D0%A2%D0%98%D0%9A%D0%A3..pdf>
11. Code of Academic Integrity of Sumy National Agrarian University: Approved by the decision of the Academic Council of SNAU (minutes No. 6 dated 12/26/2017).  
URL: <https://snau.edu.ua/viddil-zabezpechennya-yakosti-education/education-quality-assurance/academic-goodwill/>
12. Regulations "On the prevention and detection of academic plagiarism at Sumy National Academic University": Approved by the decision of the Academic Council of the National Academic University of Sumy (minutes No. 3 dated October 15, 2019). URL: <https://snau.edu.ua/viddil-zabezpechennya-yakosti-education/education-quality-assurance/academic-goodwill/>
13. Regulations "On the procedure for checking academic and scientific texts for plagiarism": Approved by the decision of the Academic Council of the SNAU (minutes No. 3 dated October 15, 2019). URL: <https://snau.edu.ua/viddil-zabezpechennya-yakosti-osviti/zabezpechennya-quality-of-education/academic-goodness/>

### List of methodological support for the educational practice "Introduction to the profession"

14. Educational and professional program of the first (bachelor's) level of higher education in the specialty D3 "Management" in the field of knowledge 07 "Management and Administration".
15. Introduction to the profession. Methodological instructions for completing tasks on educational practice for 1st year students of specialty 073 "Management" of full-time study / Sumy, 2020. 15 p.

## Review of the work program (syllabus)

### OK Introduction to the profession

Developed by the lecturer of the Department of Management, Tkachenko V.V.

| <b>Parameter by which the work program (syllabus) of the educational component is evaluated by the guarantor or a member of the project team</b> | <b>Yes</b> | <b>No</b> | <b>Comment</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|----------------|
| Learning outcomes for the educational component (DOL) correspond to the NQF                                                                      |            |           |                |
| The learning outcomes for the educational component (DRL) correspond to the stipulated PRL (for mandatory OK)                                    |            |           |                |
| Learning outcomes for the educational component make it possible to measure and assess the level of their achievement                            |            |           |                |

Member of the OP project team \_\_\_\_\_  
(name)
(Full name)
(signature)

| <b>Parameter by which the work program (syllabus) of the educational component is evaluated by the teacher of the relevant department</b>                                               | <b>Yes</b> | <b>No</b> | <b>Comment</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|----------------|
| General information about the educational component is sufficient                                                                                                                       |            |           |                |
| Learning outcomes for the educational component (DOL) correspond to the NQF                                                                                                             |            |           |                |
| Learning outcomes by educational component (LE) make it possible to measure and assess the level of their achievement                                                                   |            |           |                |
| Learning outcomes (LOs) relate to student competencies, not to the content of the discipline (contain knowledge, skills, abilities, and not to the topics of the discipline curriculum) |            |           |                |
| The content of the OK is formed in accordance with the structural and logical scheme                                                                                                    |            |           |                |
| Learning activity (teaching and learning methods) enables students to achieve expected learning outcomes (ELOs)                                                                         |            |           |                |
| The educational component involves learning through research that is appropriate and sufficient for the appropriate level of higher education.                                          |            |           |                |
| The assessment strategy within the educational component is in line with the University/Faculty policy                                                                                  |            |           |                |
| The provided assessment methods allow assessing the degree of achievement of learning outcomes by educational component.                                                                |            |           |                |
| The student workload is adequate to the volume of the educational component.                                                                                                            |            |           |                |
| The recommended learning resources are sufficient to achieve the learning outcomes (LOEs)                                                                                               |            |           |                |
| The literature is relevant                                                                                                                                                              |            |           |                |
| The list of learning resources contains the software products necessary to achieve the DRL                                                                                              |            |           |                |

Reviewer of the Department of Management \_\_\_\_\_  
(position, full name)
(signature)

# **APPENDICES**

**ANNEX 1**

*Title page format*  
*student report*

**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

**REPORT**

from the Student's

educational practice\_\_\_\_\_

\_\_\_\_\_groups,

\_\_\_\_\_course,

Specialties\_\_\_\_\_

**Practice assessment**\_\_\_\_\_

Practice Manager\_\_\_\_\_

(signature) (AND.B. Last name)

„\_\_\_\_” \_\_\_\_\_20\_ year

Sumy – 20\_\_

## ANNEX 2

Title page format practice  
diary

## SUMY NATIONAL AGRARIAN UNIVERSITY

## DIARY

practices

\_\_\_\_\_ (type and name of practice)  
Student \_\_\_\_\_  
\_\_\_\_\_ (last name, first name, middle name))  
Faculty \_\_\_\_\_  
Department \_\_\_\_\_  
Educational degree \_\_\_\_\_  
\_\_\_\_\_ Specialty  
lty \_\_\_\_\_  
\_\_\_\_\_ course, group \_\_\_\_\_

## Feedback from people who checked the internship

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

### Conclusion of the internship supervisor from SNAU on completing the internship

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Date of taking the test: "\_\_\_\_\_»\_\_\_\_\_202\_\_ year

Rating:

On a national scale \_\_\_\_\_ (in words)

Number of points \_\_\_\_\_  
(in numbers and words)

On the ECTS scale

Practice Manager from SNAU

(signature)

(name and initials)



### Work records during practice

[illegible]

TKACHENKO Victoria Viktorivna

## **Work program (syllabus)**

**training practice "Introduction to the profession" for students of the bachelor's degree in the specialty D3 "Management"**

Sumy, Regional University of Agriculture, Sumy National  
Agrarian University, 160 Gerasym Kondratiev St.