

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 32 Production practice

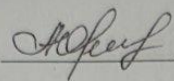
status - mandatory

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

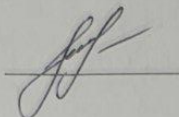
in the specialty D3 "Management"
(code, name)

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

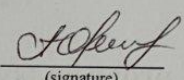
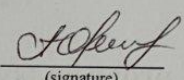
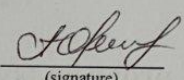
Developers:



Alvina ORIEKHOVA, Doctor of Economics, Professor, Head
of Management Department named after Professor L.I.
Mykhailova

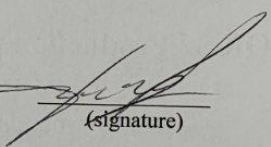


Victoria TKACHENKO, Candidate of Economic Sciences
Associate Professor of Management Department named after
Professor L.I. Mykhailova

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

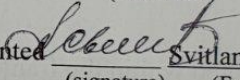
Agreed:

Guarantor of the educational program


(signature)

Natalia STOYANETS
(Full name)

Dean of the faculty where the educational program is implemented

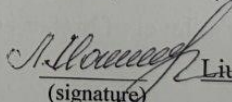

(signature)

Svitlana LUKASH
(Full name)

Review of the work program (attached) provided by:

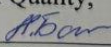

(signature)

Tetyana KHARCHENKO
(Full name)


(signature)

Liudmyla MOGYLNA
(Full name)

Methodologist of the Department of Educational Quality,
licensing and accreditation


(signature)

(Nadiya BARANIK)
(Full name)

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

Information on reviewing the work program (syllabus):

Educational the year in which are introduced changes	Number of the appendix to the work program with a description of the changes	Changes reviewed and approved		
		Date and number minutes of the meeting departments	Manager departments	Guarantor educational programs

1. GENERAL INFORMATION ABOUT THE EDUCATIONAL COMPONENT

1.	Name OK	Production practice	
2.	Faculty/department	Economics and Management/Management named after Professor L.I. Mykhailova	
3.	Status OK	Mandatory	
4.	Program/Specialty, which includes OK	Management / D3 Management	
5.	NQF level	6	
6.	Semester and duration study	6semester, 4 weeks	
7.	Number of ECTS credits	5	
8.	Total hours and their distribution	Contact work	
		Daily	Correspondence
		150	150
9.	Language of instruction	Ukrainian	
10.	Teacher/Coordinator educational component	Candidate of Economic Sciences, Associate Professor Tkachenko Viktoriia Viktorivna	
10.1	Contact information	viktoriyatk@gmail.com	
11.	General description of the educational component	Students' industrial practice is an integral part of the training of future bachelors, which is aimed at consolidating and deepening the theoretical knowledge obtained by students during their studies, acquiring and improving professional practical skills and abilities. It is the next stage of training, a certain link in practical training and is carried out at the end of the 6th semester with the aim of generalizing and deepening the theoretical knowledge they have acquired in scientific, practical and methodological approaches to researching areas of activity at a selected enterprise, gaining professional experience and readiness for independent work, as well as collecting practical material for completing the report. The internship ends with a public defense of the report.	
12.	Purpose of the educational component	The purpose of the internship is to acquire practical skills by the applicant obtained during the study of special professional disciplines and to make decisions regarding the implementation of the assigned task. in order to independently solve the problem.	
13.	Prerequisites for studying OK, connection with other educational components of OP	1. The educational component is based on disciplines from the bachelor's degree cycle: "Management", "Marketing", "Enterprise Economics", "Personnel Management".	
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.	Policy academic integrity	Independent completion of assigned tasks in accordance with the program and place of practice. Copying – the task will not be counted. Using prohibited substances during testing – the answer will not be counted. Plagiarism – the assignment will not be counted.	

15.	Organization conducting practice	The practice is carried out under direct supervision from department and under the direct supervision of a mentor - a manager from the enterprise. The official basis for The internship is a contract concluded between the university and the enterprise. An important procedural issue in organizing the internship is drawing up a schedule for its passage.
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2. LEARNING OUTCOMES AND THEIR RELATIONSHIP WITH PROGRAM LEARNING OUTCOMES

Learning outcomes for OK: After completing the internship and Upon completion of the report, the student is expected to be able to:	Program learning outcomes to be achieved directed OK							How is the DRN assessed?
	PRN 3	PRN 4	PRN 6	PRN 7	PRN 12	PRN 15	PRN 17	
DRN1: ability to professionally solve and analyze assigned tasks regarding economic and financial Activities enterprises, assess the financial and property status of the enterprise, potential threats bankruptcies with taking into account external and internal influences.	x		x					Report
DRN2: apply oral and written communications at communicating with management and writing reports		x		x				Report, report presentation
DRN3: ability to analyze when writing sections of the updated report information and compare it's with basic					x			Report
DRN4: be able to analyze and coordinate existing forms of interaction between market relations entities and solve problems in crisis situations with taking into account external and internal influences.						x		Leader practices from the company
DRN5: ability solve internships set by the program task using innovative approaches						x		Leader practices from the company
DRN6: be able to analyze and use regulatory legal acts in organizing the management activities of an enterprise							x	Report, practice manager from the company

PRN 3. Demonstrate knowledge of management theories, methods and functions, and modern leadership concepts.

PRN 4. Demonstrate skills in identifying problems and justifying management decisions.

PRN 6. Demonstrate skills in searching, collecting and analyzing information, calculating indicators to justify management decisions.

PRN 7. Demonstrate organizational design skills.

PRN 12. Assess the legal, social and economic consequences of the organization's operation.

PRN 15. Demonstrate the ability to act socially responsible and socially conscious based on ethical considerations (motives), respect for diversity and interculturality.

PRN 17. Conduct research individually and/or in a group under the guidance of a leader.

3. INTERNSHIP PROGRAM

Topic, issue for consideration	Form of work with documents	Report section	Approximate distribution hours
Topic 1. General organizational-economic characteristics of the enterprise. Familiarization with the enterprise (organization, institution), excursions to the structural divisions of the enterprise. Determine the place of the enterprise in the market environment, partnerships and agreements. An economic characteristic should be given. Industries activities of the enterprise, features of its activities, products (works, services), its significance and place in the economy. Describe the market for the industry's products and trends in its development, clearly define the mission of the enterprise, its place and role in the industry, in the region. Describe the current organizational structure of the enterprise, determine its type and indicate the advantages and disadvantages of such a structure. Present a diagram of the organizational structure of management. Briefly describe the purpose of each link in the overall management process, job descriptions of employees and the distribution of responsibilities between them. Assess the degree efficiency enterprise management. After filling in the tables, the student must analyze them, indicate trends in changes in the company's performance indicators, and illustrate an analytical note with graphs.	Excursion, familiarization with statutory documents, by order of accounting policy, organizational structure Enterprises, Data Analysis: Form No. 1. Balance Sheet. Form No. 2. Report on financial results. about financial results.	Preparation 1 section of the report.	50
Topic 2. Analysis of key economic indicators for 3 years. Analysis of the structure and composition of fixed assets of a given enterprise: characteristics of the movement of fixed assets (calculation of renewal, disposal, and growth coefficients; study of indicators of the efficiency of the use of fixed assets (analysis of capital return, capital intensity, capital equipment and technical equipment of labor); analysis of the technical condition of fixed assets by wear and tear and suitability coefficients. Working capital, their composition and structure. Working capital and circulation funds. Indicators of the effective use of working capital. number of turnovers, turnover ratio in days and fixation ratio. Calculation of the amount of funds released (additionally attracted) as a result of acceleration (slowdown) of their turnover.	Analysis of statistical and financial reporting: Report on the availability and movement of the main means, depreciation.	Preparation 2 section of the report.	50

Production costs and cost of production (characteristics and grouping of costs, structure expenses, estimate production, calculation of the cost of individual products, reserves for cost reduction); Categories of employees: main and auxiliary workers. Calculation of coefficients: turnover, stability, acceptance, departure of main workers. Describe the main forms and systems of remuneration. The actual annual level of remuneration and its structure. Analysis of the use of the wage fund - determine the correctness of spending the wage fund. Labor productivity indicators. Pto conduct an analysis of the property and financial and economic condition of the enterprise and to identify the dependence of the results on the factors that influenced them, to investigate financial stability, solvency farms, analyze accounts receivable and accounts payable. Assessment of the financial and economic condition of the enterprise, composition and profit dynamics, financial results from sales, income and expenses, profitability of the enterprise.			
Topic 3. Study of the basics of management. Analyze the internal and external environment of the enterprise. Investigate how the main management functions are implemented at the enterprise (planning, organization, motivation, control). Organization of the manager's personal work: planning the manager's personal work; accounting and analysis of working time costs; organization of the manager's workplace and use of technical management tools. Participation in solving production tasks: basic types of division and cooperation of labor; planning in solving production tasks; distribution of functions between the manager and employees; participation in performing the functions of the management apparatus.		Preparation 3 section of the report.	50
TOTAL:		x	150

4. TEACHING AND LEARNING METHODS

Industrial practice is carried out under the direct supervision of the department and under the direct supervision of a mentor - a manager from the enterprise.

Duties of the internship supervisor from the university: inform the head of the department about the status of students' internships; check the content of the materials collected by students and the status of the internship report preparation; conduct regular (according to the drawn up and approved schedule) consultations; check internship reports and allow them to be defended.

Duties of internship managers from the enterprise - the object of the internship: organization of students' internships in accordance with the current program and the assigned task; monitoring the implementation of both individual tasks and the entire internship program as a whole; monitoring compliance interns production and labor discipline and timely notification to the university of cases of serious violation of internal regulations by students; prepare a review and evaluate the student's work in practice.

Teaching methods applied by the teacher during the internship - consulting on the sections of writing a report, learning on the job (learning by doing). Teaching methods: explanation, discussion, demonstration, debate, preparation of reports.

5. 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 internship and briefing on occupational safety and health (internship diary)	10 points /10%	1st week
2.	Implementation of the internship program. Gathering material for writing a report on industrial internship	30 points /30%	during practice
3.	Writing and editing an internship report	35 points / 35%	Week 6
4.	Presentations, answers and joint discussions	25 points / 25%	Week 6
	Total	100 points	

5.1.2. Evaluation criteria

Component	Unsatisfactorily	Satisfactorily	Good	Perfectly
Rating manager practices from enterprises	<18 points	18-21	20-30	20-30
	Quality of execution work is low, not participated in social and organizational household activities enterprises, violated disciplines and techniques security	Quality of work high, participated in social and organizational household activities of the enterprise, adhered to disciplines and techniques security	Quality of execution enough work, participated in social and organizational household activities enterprises, adhered to disciplines and techniques security	Quality of execution works high, accepted participations in social and organizational-household activities enterprises, adhered to disciplines and safety precautions
Production Practice Report	<18 points	18-21	22-27	28-30
	Careless or incomplete completion of work and practice diary. The vast majority of the program's questions practices are covered in the report, but there are errors; description student in terms of attitude towards practice and labor discipline are negative.	The report does not cover all issues or work not prepared independently; characteristic student in terms of attitude towards practice and labor discipline is generally positive	The report corresponds to the research topic, the characteristics per student from the database practice is positive;	Contents and report and diary preparation practitioners wear full completed appearance; characteristic per student from the practice base is positive;
	<18 points	18-21	22-27	28-30

Presentation report and public defense	The presentation is not fits the topic research, missing logical presentation of the research progress,	The presentation is appropriate research topic,	Relevance of content topic research, missing stylistic unity presentations	Conformity content of the topic research, clear and logical presentation of the move research, availability skills, slides presentations clearly structured; the student gave complete and accurate answers to all questions members of the commission regarding the internship program.
Report-report presentation from practice	<i>0 points</i>	<i>1-9 points</i>	<i>10-20 points</i>	<i>21-25 points</i>
	If available negative characteristics leader from the base practices or manager from department positive practice assessment is impossible. In in case if Higher education applicant did not complete education internship program at least one of stages of practice and received 0 points for the relevant report, then points earned for other reports, not are taken into account, and exhibited overall negative score for results passage practices.	Higher education applicant does not provide education satisfactory substantive answers delivered questions, no is oriented towards internship program or in some of its parts, or is assumed gross errors that allow to do conclusion about failure to comply or improper execution internship programs, indicate lack of real practice results and acquired practical skills and abilities.	Higher education applicant education demonstrates proper knowledge, mainly is content-oriented submitted report and in internship program, however, in the answers to question is assumed individual inaccuracies.	Higher education applicant education demonstrates proper knowledge, freely navigates in the content of the submitted report and in the program practices in general, What confirms it? execution; provides correct and reasoned answers to all questions from the program practices.

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 practice managers and education seekers	During the production process practices
2	Review and discussion of the production report by the supervisor and the student practices	After the deadlines production practice
3	Oral feedback on the internship report	After defending the internship report

5.3. Rating scale

Total points for all types of learning activities	National scale assessment	
	For an exam, course project (work), practice, qualification works	for credit
90 – 100	perfectly	enrolled
82-89	good	
75-81		
69-74	satisfactorily	
60-68		
35-59	dissatisfied with the possibility reassembly	not included with the possibility reassembly
0-34	unsatisfactory with mandatory re-study of the discipline	not counted with the mandatory re-studying the discipline

6. LEARNING RESOURCES (LITERATURE)

6.1 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 of Education and Science of 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>.

6.2 List of regulatory documents of SNAU

9. Regulations on the organization of industrial practice of students of Sumy National Agrarian University: Order of the Rector of Sumy NAU dated January 31, 2014 No. 425-k URL: <https://is.gd/n0GVKO>
10. 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/>
11. 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/>
12. 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/>

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

13. 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".
14. End-to-end practice. Program and methodological recommendations for passing thefor higher education applicants in the specialty 073 "Management" of full-time and part-time study of the first (bachelor's) level / Orekhova A.I., Tkachenko V.V., Turchina S.G. Ed. 2nd

(supplemented). - Sumy, 2023. - 61p.

6.4 Software

15. Using standard Microsoft packages: Word, Excel, PowerPoint
16. Using Zoom, Google Meet, Microsoft Teams platforms to organize online classes
17. Canva service
18. Figma Service

Review of the work program (syllabus)
OK Production Practice
Developed by the lecturer of the Department of Management, Tkachenko V.V.

Parameter by which the work program (syllabus) of the educational component is evaluated by the guarantor or a member of the project team	Yes	No	Comment
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)

Parameter by which the work program (syllabus) of the educational component is evaluated by the teacher of the relevant department	Yes	No	Comment
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)