

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 33 PRODUCTION AND UNDERGRADUATE 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: [Signature]
[Signature]

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

Victoria TKACHENKO, Candidate of Economic Sciences, Associate
Professor of the Department of Management named after Professor
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>11</u>
	Manager departments <u>[Signature]</u> (signature) <u>Alvina</u> <u>ORIEKHOVA</u> (last name, initials)

Agreed:

Guarantor of the educational program

(signature) [Signature]

Natalia STOYANETS
(Full name)

Dean of the faculty where the educational program is implemented

(signature) [Signature]

Svitlana LUKAS
(Full name)

Review of the work program (attached) provided by:

(signature) [Signature]

Tetyana KHARCHENKO
(Full name)

(signature) [Signature]

Liudmyla MOGYLNA
(Full name)

Methodologist of the Department of Educational Quality,
licensing and accreditation

(signature) [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	Industrial and pre-graduate practice
2.	Faculty/department	Faculty of Economics and Management, Department of Management named after Professor L.I. Mykhailova
3.	Status OK	Mandatory
4.	Program/Specialty(programs), which include OK for mandatory OK	Educational and professional program "Management". First level of higher education in the specialty D3 Management Areas of knowledge 07 Management and administration Qualification: Bachelor of Management
5.	NQF level	6
6.	Semester and duration study	8th semester, 6 weeks
7.	Number of credits ECTS	10
8.	Total hours and their distribution	Contact work
		Daily
		180
9.	Language of instruction	Ukrainian
10.	Teacher/Coordinator educational component	Doctor of Economics, Prof. Oriekhova A.I.; Candidate of Economics, Associate Professor Tkachenko V.V.
11.1	Contact information	Room 303e. Every Monday from 1:00 p.m. to 2:00 p.m.
11.	General description of the educational component	Internship is an important part of the educational process and is aimed at students mastering a system of professional skills and abilities, as well as mastering primary experience of professional activity and has to promote student self-development.
12.	Purpose of the educational component	Formation of professional skills and abilities in students for independent management decision-making during professional activities in real business conditions; deepening and consolidating theoretical knowledge; mastering modern techniques, methods, technologies and tools in the field of management by applicants; educating applicants in the need to constantly develop their knowledge and creatively apply it in practical activities.
13.	Prerequisites for studying OK, connection with other educational components of the OP	Educational component based on disciplines: "Self-management", "Innovation Management", "Personnel Management", "Leadership and Communication in Management", "Operations Management", "Project 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.	Academic Integrity Policy	If a candidate submits another candidate's work as their own, such work will be cancelled and re-submitted. In case of cheating, retake the corresponding assignment. IN case using textual borrowings without proper citation (academic plagiarism) - the work is cancelled.

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 capable..."			Program learning outcomes that the OK aims to achieve (indicate the number according to the numbering given in the OP)						How is RND assessed?
	PRN3	PRN5	PRN7	PRN8	PRN12	PRN15	PRN17	PRN18	
DRN 1. Familiarization with the state of the organization of the work of the enterprise - the object of practice, analysis of the main indicators of its economic and financial activities and development of substantiated proposals for improving certain aspects of its activities for the future.	+	+	+		+	+	+	+	Poll when defending a practice report
DRN 2. Describe the external and internal environment of the enterprise, consider its organizational structure, analyse the composition and responsibilities of the staff, consider the features of personnel management, and characterize the innovative activity of the enterprise.	+	+	+	+	+	+	+	+	Analytical work (Internship report)
DRN 3. Characterize the operational, logistical, financial and economic subsystems of the enterprise. Completion of an individual task.	+	+	+	+	+	+	+	+	Analytical work (Internship report)
DRN 4. Prepare and protect internship report in accordance with the requirements	+	+	+	+	+	+	+	+	Report-presentation report from practices

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

PRN 5. Describe the content of the functional areas of the organization.

PRN 7. Demonstrate organizational design skills.

PRN 8. Apply management methods to ensure the effectiveness of the organization's activities.

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.

PRN 18. Analyse the development indicators of management objects in the context of implementing sustainable development programs.

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. Assessment of the enterprise's activities in the management environment</i> Analysis of the organizational and economic characteristics of the enterprise, the results of its economic activities					25	25	Textbooks, manuals: 1-8 Methodological support: 1-2 Other sources: 1-9
<i>Topic 2. Research into the internal and external environment of the enterprise</i> characterize the main elements of the internal environment (goals, organizational structure, personnel, resources, financial condition, marketing activities and corporate culture) and external environmental factors of direct and indirect influence (consumers, competitors, suppliers, government regulation, economic, social, technological and legal factors).					25	25	Textbooks, manuals: 1-8 Methodological support: 1-2 Other sources: 1-9
<i>Topic 3. Personnel management</i> Get acquainted with the company's personnel policy. Determine the structure of personnel according to various criteria: by category, gender, age, level of qualification, education, and length of service at this company.					25	25	Textbooks, manuals: 1-8 Methodological support: 1-2 Other sources: 1-9
<i>Topic 4. Innovation Management</i> To reveal the essence and role of innovations in ensuring the competitiveness of an enterprise, the classification of innovations and the features of innovative activity, the process of managing innovations at all stages of their life cycle, the formation of an innovation strategy, and the assessment of the innovation potential of an enterprise.					25	25	Textbooks, manuals: 1-8 Methodological support: 1-2 Other sources: 1-9
<i>Topic 5. Managing the enterprise operating subsystem</i> to reveal the essence, structure and functions of the operating subsystem, its place in the overall enterprise management system, the features of planning, organization, control and improvement of operational processes, management of production capacities, material and information resources, ensuring the quality of products and services.					25	25	Textbooks, manuals: 1-8 Methodological support: 1-2 Other sources: 1-9

<i>Topic 6. Management of the logistics subsystem of an enterprise.</i> Features of planning needs for material resources, organizing logistics, purchasing activities, managing inventories, warehousing and logistics processes, assessing the efficiency of using material and technical resources, ensuring their rational use.					25	25	Textbooks, manuals: 1-8 Methodological support: 1-2 Other sources: 1-9
<i>Topic 7. Management of the financial and economic subsystem of an enterprise.</i> To reveal the features of managing financial resources, income, expenses, profit and cash flows, planning and budgeting of enterprise activities, assessing financial condition and economic efficiency, managing investments and financial risks, as well as using modern information and analytical systems and digital technologies to improve the quality of financial planning, control and justification of management decisions.					30	30	Textbooks, manuals: 1-8 Methodological support: 1-2 Other sources: 1-9
Total					180	180	

4. TEACHING AND LEARNING METHODS

DRN	Teaching methods (work that will be carried out by the teacher during classroom lessons, consultations)	Teaching methods (what types of learning activities should the student perform independently)
DRN 1. Familiarization with the state of the organization of the work of the enterprise - the object of practice, analysis of the main indicators of its economic and financial activities and development of substantiated proposals for improving certain aspects of its activities for the future.	Instruction in production practice, explanation, consulting	Working with educational and methodological literature
DRN 2. Describe the external and internal environment of the enterprise, consider its organizational structure, analyze the composition and responsibilities of the staff, consider the features of personnel management, and characterize the innovative activity of the enterprise.	Consultations of scientific supervisors of the practice	Implementation of the internship program in production conditions, independent work, preparation report
DRN 3. Characterize the operational, logistical, financial and economic subsystems of the enterprise. Completion of an individual task.	Consultations of scientific supervisors of the practice	Implementation of the internship program in production conditions, independent work, preparation of a report
DRN 4. Prepare and protect internship report in accordance with the requirements	Checking reports scientific supervisors of the practice	Independent work, preparation report, presentation 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 internship and briefing on occupational safety and health	10 points /10%	1st week

	(internship diary)		
2.	Implementation of the internship program. Gathering material for writing an internship report	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
	<i>0 points</i>	<i>1-7 points</i>	<i>7-9 points</i>	<i>10 points</i>
Design documents for internship and briefing on occupational safety and health (internship diary)	There is no diary and the presence of other control objects is not taken into account. Exhibited overall negative rating for completing the internship.	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).	The diary generally contains appropriate information, but is designed in violation of established requirements.	Diary properly executed, it contains complete information about the intern's activities.
	<i>0 points</i>	<i>1-15 points</i>	<i>16-26 points</i>	<i>27-30 points</i>
Implementation programs practices. Collection material for writing a report from practices (analytical work)	The higher education applicant systematically violated the established deadlines for completing tasks. The requirements for the internship program have not been met.	The higher education applicant did not adhere to the internship schedule. Most of the requirements were met, but some points of the internship content were missing or not sufficiently disclosed.	Higher education applicant education in general adhered to calendar plan passage practices, however allowed for deviations from recommendations, while being fulfilled all program requirements practices.	The higher education applicant strictly adhered to the internship schedule. He conscientiously and on time fulfilled all the requirements of the internship program. He proposed his own solution to production issues, demonstrated activity, determination, creativity.
	<i>0 points</i>	<i>1-15 points</i>	<i>16-29 points</i>	<i>30-35 points</i>
Writing and report preparation from practice	The report does not match established requirements for content, does not contain proper information about content, form organization activities, carried out during passage practices, contains rude content errors.	The internship program was completed satisfactorily, its results are reflected in the report, which contains certain inaccuracies or does not contain important information, or there are other significant comments regarding the content of the report.	Report as a whole highlights the necessary information, foreseen requirements, contains high positive manager's assessment, however, available insignificant remarks. From the table of contents can be done conclusion that internship program completed in full in a proper and appropriate manner in a way.	The report contains all necessary information regarding organization process and results passage practices. Program practices completed fully and properly.
	<i>0 points</i>	<i>1-9 points</i>	<i>10-20 points</i>	<i>21-25 points</i>
Report-report presentation from practice				

	If available negative characteristics leader from the base practices or manager from department positive practice assessment is impossible. 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.
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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 internship
2	Review and discussion of the internship report by the supervisor and the student	After the deadlines practices
3	Oral feedback on the internship report	After defending the internship report

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 education and science 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 the for higher education applicants in the specialty 073 "Management" of full-time and part-time study of the first (bachelor's) level / Oriekhova 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 Industrial and pre-graduate 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)

