# NATIONAL UNIVERSITY OF LIFE RESOURCES AND ENVIRONMENTAL MANAGEMENT OF UKRAINE

# Department of Administrative Management and Foreign Economic Activity

Department of Management named after Professor J.S. Zavadskyi

**Department of Production and Investment Management** 

# PROGRAM EDUCATIONAL PRACTICE IN THE PROFESSION

speciality Educational program department Developers: 073 «Management» «Management» Department of Agrarian Management Associate Professor of the Department of Production and Investment Management, Ph.D. Dergach A.V. (position, scientific degree, academic title)

# 1. Опис навчальної дисципліни

### Educational practice in the profession

Block of the Department of Production and Investment Manageme	ent
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«Project approach and self-management in business» (name)

Field of knowledge, speci	ality, educational program, edu	cational degree	
Educational degree	Bachelor		
Speciality	073 «Management»		
Educational program	Management		
Char	acteristics of the discipline		
View	Mandatory		
Total number of hours	60		
Number of ECTS credits	2		
Number of content modules	3		
Course project (work) (if any)			
Control Form	Credit		
Indicators of the academic disc	Full-time and part-tin	ne forms of education	
Year of preparation (course)	2		
Semester	3		
Lectures			
Practical, seminar classes			
Laboratory classes			
Independent work			
Educational practice	60 hrs.		
Number of weekly classes hours for full-time study	15 hrs. (4 weeks)		

# THE PURPOSE AND OBJECTIVES OF THE EDUCATIONAL PRACTICE FOR ADMISSION TO THE SPECIALTY

Completion of the educational practice «Project approach and self-management in business» by students of the first (bachelor's) level of higher education in the specialty 073 «Management» is a mandatory component of the educational and professional training of specialists in higher educational institutions and is carried out to consolidate the acquired theoretical knowledge obtained by students under the time of study and acquisition and improvement of practical skills and abilities necessary for the work of a manager.

The program and methodological guidelines of the practice are focused on the training of specialists for enterprises of various legal and legal forms of ownership and economic activities and regulate the basic requirements for the content of the practice.

Organization of practical training of students is carried out following:

- <u>the Law of Ukraine «On Higher Education» of</u> 01.07.2014, No 1556-VII as amended;

- Work programs of students' educational practices;

 Educational and professional program «Management» and curricula of speciality 073 «Management» of the first (bachelor's) level of higher education of NULES of Ukraine;

 Regulations on practical training of students of NULES of Ukraine, approved by the Academic Council of NULES of Ukraine on 27.10.2021, Minutes №3;

 <u>Procedure for conducting laboratory and practical classes in educational</u> (educational-scientific-production) laboratories of NULES of Ukraine (as amended) dated 26.02.2020;

– Procedure for conducting practical training in educational and research farms of NULES of Ukraine, approved by the Educational and Methodological Council of NULES of Ukraine on February 24, 2020, Minutes №6;  <u>current documents on the organization of the educational process at NULES</u> of Ukraine

The purpose of the educational practice «Project approach and selfmanagement in business» is the formation and development of students' professional ability to make independent decisions in the process of project activities, mastering practical skills in the problems of self-assertion, self-improvement and self-control for managing one's own development and the development of employees, as well as acquiring leadership qualities to ensure effective development of the organization; formation of the foundations of professional culture and competencies of future managers.

Acquisition of competencies:

## Integral Competence (IC):

ability to solve complex specialized tasks and practical problems, characterized by complexity and uncertainty of conditions, in the field of management or in the learning process, which involves the application of theories and methods of social and behavioral sciences.

### General Competencies (GC):

GC4. Ability to apply knowledge in practical situations

GC5. Knowledge and understanding of the subject area and understanding of professional activities.

GC6. Ability to communicate in the state language both orally and in writing.

GC7. Ability to communicate in a foreign language.

GC8. Skills in the use of information and communication technologies.

GC9. Ability to learn and master modern knowledge.

GC10. Ability to conduct research at the appropriate level.

GC11. Ability to adapt and act in a new situation.

GC12. Ability to generate new ideas (creativity).

GC14. Ability to work in an international context.

## Special Competencies (SC):

SC1. Ability to identify and describe the characteristics of an organization.

SC2. Ability to analyze the results of the organization's activities, compare them with the factors of influence of the external and internal environment.

SC3. Ability to determine the prospects for the development of the organization.

SC4. Ability to identify functional areas of the organization and the relationships between them.

SC5. Ability to manage the organization and its divisions by implementing management functions.

SC10. Ability to evaluate the work performed, ensure its quality and motivate the staff of the organization.

SC11. Ability to create and organize effective communications in the management process.

SC12. Ability to analyze and structure the organization's problems, to form sound decisions.

#### **Programmatic Learning Outcomes (PLO):**

PLO3. Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.

PLO4. Demonstrate skills in identifying problems and justifying management decisions.

PLO6. Demonstrate skills in searching, collecting and analyzing information, calculating indicators to substantiate management decisions.

PLO13. Communicate orally and in writing in national and foreign languages.

Practical training of students in accordance with the approved curriculum is carried out on the principle of consistent, continuous acquisition of knowledge and their implementation, which is implemented through students' practical training.

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#### **ORGANIZATION OF EDUCATIONAL PRACTICE**

The basis for the internship is the order of the National University of Life and Environmental Sciences of Ukraine, which indicates the place and term of the internship.

The main organization and control over the educational practice for admission to the specialty is carried out by the Dean's Office of the Faculty of Agrarian Management of the National University of Life and Environmental Sciences of Ukraine.

The bases of educational practice for admission to the specialty for students of the 1st year of the first (bachelor's) level of higher education applicants in the specialty 073 «Management» are:

– Educational, Scientific and Production Laboratory «Cabinet of Management» (Department of Management named after Prof. J.S. Zavadskyii);

Educational, Scientific and Production Laboratory of Business Analytics
 (Department of Administrative Management and Foreign Economic Activity);

 Educational and Scientific Laboratory of Investment Design (Department of Production and Investment Management) of the National University of Life and Environmental Sciences of Ukraine.

Direct educational and methodological guidance and implementation of the educational practice program for admission to the specialty are provided by the head of the department and the head of practice from the Department of Administrative Management and Foreign Economic Activity, the Department of Management named after Prof. J.S. Zavadskyi, Department of Production and Investment Management.

Those responsible for the educational practice for admission to the specialty from the department are appointed by the head of the relevant graduating department (administrative management and foreign economic activity, management named after prof. Y.S. Zavadskyi or production and investment management).

# Block of the Department of Production and Investment Management «Project approach and self-management in business»

Before the start of practice, the department of production and investment management holds a general meeting with students, where the main goals and tasks of the practice are defined, a diary, a work program for practice and an individual task, which is specified according to the plan, are issued. The calendar of practice is approved in the diary. The time of arrival for practice is set by the order and recorded in the diary. During the training practice, the student makes work records. After completing the internship, the internship diary must contain feedback and evaluation of the student's work during the internship period by the internship supervisor from the educational institution.

During the internship, the student must comply with the established work regime, observe the rules of safety and occupational health and safety.

In the period established by the calendar, the student must submit for approval to the department of production and investment management a diary of the training practice and a report on the training practice in the part of the block «Project approach and self-management in business».

The term of practice and the final attestation are established by the order of the National University of Life and Environmental Sciences of Ukraine.

The defense of the report on educational practice takes place before the commission, which consists of practice managers from the Department of Administrative Management and Foreign Economic Activity, the Department of Management named after Prof. J.S. Zavadskyii, Department of Production and Investment Management. The composition of the commission is approved by the dean's office of the faculty of agricultural management.

The primary responsibilities of those responsible for educational practice for admission to the specialty from the department are:

 holding an introductory conference on the organization and conduct of educational practice: proving the goals and objectives, acquaintance with the content of the program, the procedure for practice;

- instructing students of higher education (including occupational safety and health) and providing them with the necessary documents (programs of educational practice for admission to the specialty, diary, calendar plan of practice, methodological guidelines);

- timely acquaintance of higher education applicants with the requirements for documentation, reporting system and criteria for evaluating practice, which are regulated by the documentation on the organization and conduct of educational practice for admission to the profession;

 advising applicants for higher education on the terms and procedure for completing the educational practice for admission to the profession, drawing up a report on practice;

- timely control of educational practice for admission to the specialty and informing the department about the progress of its passage;

- making proposals for improving the organization and conduct of educational practice for admission to the specialty for higher education applicants;

- Based on the internship results for admission to the specialty, the head of the internship must check and review the reports of the trainees, accept the test of practice as part of the commission.

#### **Responsibilities of a higher education institution**

- to appoint a qualified scientific and pedagogical worker as the head of educational practice for admission to the specialty;

- to create appropriate conditions for the implementation of the program of educational practice for admission to the profession by higher education applicants;

- ensure that interns comply with labour discipline and internal labour regulations;

- to provide students with safe working conditions at a particular workplace;

- to provide trainees with the opportunity to use the material and technical means and information resources necessary for the implementation of the program of educational practice for admission to the profession.

### **Responsibilities and tasks of higher education applicants**

Applicants for higher education, when undergoing educational practice for admission to the specialty, are obliged to:

- before the start of the internship, receive advice from the head of the internship and the higher education institution on the organization and conduct of educational practice for admission to the specialty, draw up all the necessary documents after its completion;

start the educational practice for admission to the profession in a timely manner;

 systematically work on the implementation of tasks according to the program of educational practice for admission to the profession, which provides for mandatory regular visits to the practice base;

- fully perform all the tasks provided by the internship program specified in the internship schedule and the instructions of the internship supervisor;

strictly adhere to the working day, internal regulations, labor protection,
 and safety regulations operating based on practice;

– be responsible for the work performed;

- Highlight the results of the work done and formalize them in the report, presentation, and document materials.

Tasks of higher education applicants:

- be active during the practice, adhere to the program and schedule of the practice; independently familiarize yourself with basic materials and regulatory documents;

– repeat the material obtained at lectures and practical classes;

- use the acquired theoretical knowledge to perform the tasks; do work independently;

- be attentive and proactive, participate in discussions, be logical and consistent when answering;

prepare reasonable conclusions during practice; participate in developing
 proposals for improving and increasing the efficiency of practice.

# PROGRAM AND CONTENT OF EDUCATIONAL PRACTICE

# «Project approach and self-management in business»

	Fu	Full-time		
Titles of content modules and topics	Week	Number of hours		
Content module 1. Organization of educational practice on the basis o	f the Edu	cational-		
Scientific-Production Laboratory «Management Cabin	et»	1		
Implementation of the tasks of the unit of the Educational-Scientific-				
Production Laboratory «Management Cabinet» of the Department of	1-2	20		
Management named after Prof. J.S. Zavadsky				
Total for Content Module 1		20		
Content module 2. Organization of educational practice on the basis o		cational-		
Scientific-Production Laboratory of Business Analytic	cs	1		
Implementation of the tasks of the unit of the Educational-Scientific-		20		
Production Laboratory of Business Analytics of the Department of	2-3	20		
Administrative Management and Foreign Economic Activity		20		
Total for Content Module 2		20		
Content module 3. Organization of educational practice on the basis of t Scientific Laboratory of Investment Design	the Educa	tional and		
Instruction on organizing and conducting practice	3	1		
Familiarization with the main tasks and areas of activity of the Educational	5	1		
and Scientific Laboratory of Investment Design of the Department of	3	1		
Production and Investment Management	5	1		
Section 1. Self-management as a component of professional development of				
the future project manager:				
Topic 1. Planning and organizing the work of a project manager through the				
establishment and implementation of personal goals				
Topic 2. Self-motivation and self-control of the manager in project activities	3	3		
Topic 3. Organization of the manager's project activities in the conditions of	6			
self-management				
Topic 4. Solvency resource management is the key to successful project				
activity				
Section 2. Business project: from idea to successful implementation:				
Topic 1. Modern approaches to design				
Topic 2. Responsibilities and requirements for the project manager	4	2		
Topic 3. Typology of projects				
Topic 4. Sources of project financing				
Section 3. Features of drafting the main sections of the business plan:				
Topic 1. The concept and structure of a business plan.	4	2		
Topic 2. Procedure for preparation and execution of a business plan.	4	Δ		
Topic 3. Sources of project activity financing.				
Section 4. Investment: an unjustified risk or a real opportunity for				
development?				
Topic 1. The essence, purpose and functions of investment management.				
Topic 2. Methodological principles and methodological tools of investment				
management.	4	2		
Topic 3. Forms of investments. Optimization of the structure of the sources				
of formation of investment resources.				
Topic 4. Risks of investment activities.				
Topic 5. Rules for making investment decisions.				

Section 5. Rules of the «investment triangle»:		
Topic 1. Creating an investment portfolio from many different assets.		
Financial instruments.	4	2
Topic 2. Four investment rules. Investment triangle.		
Topic 3. U. Buffett's principle.		
Section 6. Self-management and project approach: from theory to practice:		
Topic 1. Independent thinking to achieve success in investment design.		
Topic 2. World experience of project management in self-management	4	2
conditions.	4	Z
Topic 3. Education resource management for a successful project manager.		
Topic 4. Practical advice of specialists in business management.		
Performance of an Individual task	4	5
Total for Content Module 3		20
Total Hours		60

### **INDIVIDUAL TASKS**

### **Educational practice in the profession**

Block of the Department of Production and Investment Management «Project approach and self-management in business»

### Formation of the concept of the future project

Taking into account the main features of the projects, in the process of completing the Individual task, each student must choose the topic of the future project, justifying his choice and perform the following actions according to the tentative plan:

1. Choose a business idea, justify the prospects of this choice and decide on the name of the project.

2. Determine the purpose and mission of the entrepreneurial project.

3. To form the information field of the future business.

4. Decide on the sources of financing the project.

5. Make an assessment of the general condition, namely:

- conduct an external and internal analysis of the business project environment,

- determine possible risks and ways to minimize them.

#### **PRACTICE CREDIT**

After the end of the training period, each student prepares a report according to the requirements and uploads it to the Educational and Informational Portal of NULES of Ukraine.

Summarizing the results of educational practice takes place according to the schedule.

The commission evaluates the completion of practice according to uniform criteria.

The evaluation of acquired knowledge, abilities and skills (assimilation of the practice program) is carried out by a commission consisting of teachers (practice managers) of the Departments of Production and Investment Management, Administrative Management and Foreign Economic Activity, Management named after Prof. J.S. Zavadskyii.

During the defense of the report, the student must report on the work performed, show knowledge of theory and practical skills in organizing work based on practice.

The assessment of passing the educational practice consists of the sum of points assigned by the practice supervisors based on the review of the practice materials and the results of the student's presentation of the main provisions of all sections of the report.

The maximum number of points for the protection of the report is 10.

Differentiated credit for practice is given taking into account:

- evaluations for the performance of Individual tasks according to the requirements (for each block separately);

 presentation by the intern student of the results of the internship during the answers to the questions of the commission members;

- answers to the questions of the members of the commission for acceptance of credit from practice (the level of mastery of the questions of the educational practice program).

# **Evaluation Criteria for Educational Practice Report**

Evaluation of the report of higher education applicants on the passage of educational practice is carried out according to certain criteria:

Nº	Parameter	Scores		Current control of students' knowledge	
JN <u>0</u>		Min	Min	Form of control	Responsible for control
1	Completion of practice and implementation of the Individual task of the unit of the Department of Production and Investment Management	18	30	Current	Head of practice
2	Completion of practice and implementation of the Individual task of the unit of the Department Administrative Management and Foreign Economic Activity	18	30	Current	Head of practice
3	Completion of practice and implementation of the Individual task of the unit of the Department Management named after Prof. J.S. Zavadskyii	18	30	Current	Head of practice
4	Assessment of acquired knowledge, abilities and skills (mastery of the practice program)	6	10	Protection of practice	Commission
Tot	al	60	100	X	X

During the final assessment of the internship, in general, the student's discipline during the internship is additionally taken into account and affects the total amount of points. The head of the practice takes into account the conscientiousness of the work of the higher education applicant. The final grade is put in the student's record book.

### **DISTRIBUTION OF POINTS RECEIVED BY STUDENTS**

Assessment of the student's knowledge is carried out on a 100-point scale and is translated into national grades according to Table. 1 «Regulations on Exams and Tests at NULES of Ukraine» (order of enactment dated 26.04.2023, Minutes № 10).

The grade for the practice is entered in the test and examination list and the student's record book by the national scale:

Rating of the higher education	National assessment based on the results of exams and tests				
applicant points	Examinations	Credits			
90-100	Perfectly				
74-89	well	Enrolled			
60-73	Satisfactory				
0-59	Disappointing	Not Credited			

The results of the educational practice are discussed at the meeting of the department, and the general summing up of the practice is carried out at a meeting of the Academic Council of the Faculty of Agrarian Management.

### Educational and methodological support

1. Навчально-методичний посібник до проходження навчальної практики «Проектний підхід та самоменеджмент у бізнесі» для для здобувачів першого (бакалаврського) рівня вищої освіти спеціальності 073 «Менеджмент», Київ: НУБіП України, 2021. 325 с. URL: <u>https://nubip.edu.ua/node/23701/12</u> (електронна бібліотека)

2. Електронний навчальний курс «Навчальна практика з фаху»: <u>https://elearn.nubip.edu.ua/enrol/index.php?id=4579</u>.

#### **RECOMMENDED SOURCES OF INFORMATION**

Main:

1. Блага Н. В. Управління проєктами : навч. посібник. Львів : Львівський державний університет внутрішніх справ, 2021. 152 с. URL: https://dspace.lvduvs.edu.ua/bitstream/1234567890/3870/1/%D0%B1%D0%BB%D0 %B0%D0%B3%D0%B0%20%D1%83%D0%BF%D1%80%D0%B0%D0%B2%D0 %BB%D1%96%D0%BD%D0%BD%D1%8F%20%D0%BF%D1%80%D0%BE%D 1%94%D0%BA%D1%82%D0%B0%D0%BC%D0%B8.pdf (дата звернення: 15.03.2023).

2. Данченко О. Б., Занора В. О. Проектний менеджмент: управління ризиками та змінами в процесах прийняття управлінських рішень : монографія. Черкаси : ПП Чабаненко Ю.А., 2019. 278 с.

3. Настанова РМВОК: Настанова до зводу Знань з управління проєктами. 7-е видання та стандарт з управління проєктами. Вид-во Project Management Institute. Ukraine. URL: <u>https://pmiukraine.org/pmbok7/</u> (дата звернення: 15.03.2023).

4. Шинкарук Л.В., Дєліні М.М., Суханова А.В., Алексеєва К.А. Управління бізнес-проєктами: навчальний посібник для студентів зі спеціальності 073 «Менеджмент. Київ : НУБіП, 2021. 325 с.

5. Shynkaruk L.V., Alekseieva K.A., Dielini M.M. Crisis management: study guide for students of the speciality 073 «Management». Kyiv: NULES, 2023. 318 p.

6. Shynkaruk L.V., Alekseieva K.A., Vlasenko T.O. Operational Management: Educational Manual. Kyiv: Ed. NULES Center. 2021. 243 p.

7. Shynkaruk L.V., Dielini M.M., Alekseieva K.A., Artiukh T.O., Sukhanova A.V. Project management: study guide for students of the specialty 073 «Management». Kyiv: NULES Ukraine, 2022. 318 p.

8. Shynkaruk L.V., Dielini M.M., Vlasenko T.O., Dergach A.V. Investment management: study guide for students of the specialty 073 «Management». Kyiv: NULES, 2023. 336 p

### Auxiliary:

9. Джозеф Хігні, Пол Дж. Філдінг. Управління проектами. Вид-во Фабула, 2020. 512 с.

10. Інвестиційний менеджмент. Конспект лекцій. Вид-во «Буковинська бібліотека. URL : https://buklib.net/books/35259/ (дата звернення 23.03.2023).

11. Козирєва О. В., Овсієнко О. В. Організація праці менеджера : навч. посіб. Харків : Видавництво Іванченка І. С., 2019. 203 с.

12. Коваленко О. С., Добровська Л. М. Проектування інформаційних систем: Загальні питання теорії проектування ІС (конспект лекцій): навч. посіб. для студ. спеціальності 122 «Комп'ютерні науки». Київ : КПІ ім. Ігоря Сікорського, 2020. 192с.

13. Кривенець А. Від хаосу до проектного менеджменту. Worksection:Українська система управління проектами. 2021. URL :<a href="https://worksection.com/ua/blog/from-chaos-to-project-management.html">https://worksection.com/ua/blog/from-chaos-to-project-management.html</a> (датазвернення 23.03.2023).

14. Приймак В. М. Управління проектами. Збірник кейсів : навч. посіб.Київ: Київський національний університет імені Тараса Шевченка, 2021. 268 с.URL :

https://www.researchgate.net/publication/344136281\_Upravlinna\_proektami\_Zbirnik kejsiv (дата звернення 23.03.2023).

15. Шашкова Н.І., Фадєєва І.Г., & Казакова Т.С. (2021). Управління проєктами в ІТ сфері: застосування гнучких методологій. *Наукові Записки Львівського Університету Бізнесу та Права*. Серія Економічна. Серія Юридична, 28, 166–172. <u>https://doi.org/10.5281/zenodo.5346802</u>. (дата звернення: 01.04.2023).

16. Юрген Аппело. Менеджмент 3.0. Agile-менеджмент. Лідерство та управління командами. Вид-во Фабула, 2019. 432 с.

#### **Electronic sources:**

17. Державна служба статистики України : веб-сайт. URL : <u>http://www.ukrstat.gov.ua/</u> (дата звернення: 14.03.2023).

18. ДП «Інфоресурс» Міністерства освіти і науки України: офіційний вебсайт. URL : <u>https://www.inforesurs.gov.ua/</u> (дата звернення 23.03.2023).

19. Журнал "Агросвіт" - наукове фахове видання з питань економіки: веб-сайт. URL : <u>http://www.agrosvit.info/</u> (дата звернення 23.03.2023).

20. Інформаційно-пошукова система по підприємствах, фірмах і організаціях, які працюють на ринку України: веб-сайт. URL : <u>http://www.autosystems.com.ua</u> (дата звернення 23.05.2022).

21. Книги, присвячені управлінню проектами та інструментам управління проектами. URL: <u>http://www.projectmanagement.com/books</u> (дата звернення 23.03.2023).

 22. Ляшенко Р.В. Основні підходи до управління в бізнесі. Молодий

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 (64).
 2018
 р.
 URL
 :

 http://molodyvcheny.in.ua/files/journal/2018/12/71.pdf
 (дата
 звернення:

 12.04.2023).

23. «Маркетинг і менеджмент інновацій»: веб-сайт. URL : <u>http://mmi.fem.sumdu.edu.ua/</u> (дата звернення 23.03.2023).

24. «Менеджмент»: веб-сайт. URL : <u>http://menagement.knutd.com.ua/</u> (дата звернення 23.03.2023).

25. Міжнародна Асоціація управління проектами ІРМА (Швейцарія). Офіційний сайт. URL: <u>http://www.ipma.ch</u>. (дата звернення: 15.03.2023).

26. Міністерство освіти і науки України: офіційний веб-сайт. URL: <u>https://mon.gov.ua (д</u>ата звернення: 18.03.2023).

27. НУБіП України: офіційний веб-сайт. URL: <u>https://nubip.edu.ua (дата</u> звернення: 18.03.2023).

28. Принципи та інструменти керування проектами. Ініціювання проекту. Б24 – Інформаційний Бізнес Портал. URL : <u>https://www.buh24.com.ua/printsipi-ta-instrumenti-keruvannya-proektami-iniciyuvannya-proektu/</u> (дата звернення: 18.03.2023).

29. Проект про бізнес-технології (головні теми: кооперація, системи управління якістю, маркетинг і Internet, дисконтна програма): веб-сайт. URL : http://udc.com.ua/ (дата звернення 23.03.2023).

30. ДП «Інформаційно-іміджевий центр» (Національний інформаційний центр академічної мобільності (ENIC Ukraine) МОН України: офіційний вебсайт: URL : <u>http://enic.in.ua/</u> (дата звернення: 18.03.2023).

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