

**NATIONAL UNIVERSITY OF LIFE AND
ENVIRONMENTAL SCIENCES OF UKRAINE**

FACULTY OF AGRARIAN MANAGEMENT

DEPARTMENT OF PRODUCTION AND INVESTMENT MANAGEMENT

PROGRAM

distance learning internship for students
educational degree “Master”
specialty 073 “Management”

(educational and professional program “Management of investment activity and
international projects”)

Practice supervisors:
professor of the production and
investment management department,
Dr. of Ec. Sci. *Dielini M.M.*

Associate professor of the production
and investment management
department, PhD in Public
Administration *Dergach A.V.*

INTRODUCTION

Distance learning internship of students of the specialty “Management” (educational and professional program “Management of Investment Activity and International Projects”) is the main component of the educational process and is carried out to consolidate the acquired theoretical knowledge and practical skills and abilities necessary for a manager in a particular enterprise .

The organization of practical training of students is carried out in accordance with:

- [Law of Ukraine “On Higher Education”](#) of 01.07.2014 № 1556-VII with changes and additions;
- Work programs of internship of students;
- Curriculum of specialty 073 “Management” educational degree “Master”;
- [current documents on the organization of the educational process in NULES of Ukraine.](#)

The purpose of distance learning internship is to get acquainted with the work of enterprises of various forms of ownership, study the specifics of their production and management activities in order to combine the acquired theoretical knowledge with practical experience for management decisions.

The tasks of distance learning internship are to master by the students the system of knowledge and acquire skills to solve typical problems in accordance with the positions that can be held by graduates of higher education - masters of investment management and international projects.

ORGANIZATION OF DISTANCE LEARNING INTERNSHIP

The basis of internship is the Educational and Scientific Laboratory of Investment Projecting of the Department of Production and Investment Management.

The basis for the internship is the Order of the National University of Life and Environmental Sciences of Ukraine, which specifies the place and date of the internship and appoints the supervisor from the Department of Production and Investment Management staff. Students have internship at agricultural enterprises, food and processing enterprises. In some cases it is allowed to have an internship at other enterprises of the student's choice under an individual contract.

Before the internship at the Department of Production and Investment Management, a general meeting with students is held, where the main goals and objectives of the internship are determined, a diary, a work program on the internship and an individual task are discussed and published.

The internship takes place in a remote format using data from accounting, financial, statistical and other forms of reporting, as well as internal documents of the company, which are publicly available on Internet sources on official websites of enterprises and sites of the [State Statistics Service of Ukraine](#), [AgroPortal.ua](#), Ukrainian Stock Market Infrastructure Development Agency (ARIFRU) or [Stock market infrastructure development agency of Ukraine](#) (SMIDA), etc. All this is presented in the practice report.

Students are divided into groups. Each group is assigned by the order the company that will be the object of study.

Duration of the internship is 6 weeks: **from the 6th of June till the 15th of July 2022.**

According to the Order of NULES of Ukraine “On referral to distance learning internship” final certification based on the results of distance learning internship of students is held as defense of the reports until **15.07.2022.**

DISTANCE LEARNING INTERNSHIP WORK PROGRAM

1. Instruction on the organization and conduct of internship.
2. Acquaintance with the history of creation and development of the enterprise, form of ownership, legal status and activities of the enterprise.
3. General characteristics of the enterprise: regulation and control over the activities of the enterprise by the state; management of the enterprise by the owners; instructive, normative-legal and methodical base of the enterprise; sources of enterprise property formation; technical and economic performance indicators; main factors of external environment influencing the formation of a competitive environment, the intensity of competition in the industry; assessment of prospects for the development of the industry.
4. Personnel management: analysis of the regulatory framework governing the work of personnel services; quantitative and qualitative composition of the personnel service; analysis of staff list, staff movement; assessment of personnel policy and factors that affect the socio-economic climate in the team.
5. Organizational component of the enterprise, analysis of opportunities: organizational structure and characteristics of individual structural units, farms and services, the mechanisms of interaction between them.
6. Planning and economic activity of the enterprise: analysis of the results of economic activity on the basis of forms of annual financial and statistical reporting, assessment of the volume and dynamics of the most important financial indicators of the enterprise. Calculations of the main indicators of economic efficiency of the enterprise, the main indicators of competitiveness.
7. Management of accounting and financial activities of the enterprise: analysis of the formation of the statutory fund and indicators of solvency, financial stability and profitability of the enterprise; assessment of the organization of money circulation and the state of payment and cash discipline of the enterprise.

8. Investment and innovation activities of the enterprise: analysis of investment resources, sources of investment, structure of investments and investment resources, the state of business planning and investment projecting.

9. Marketing activities of the enterprise: analysis of sources of information and main products, major suppliers and consumers; factors influencing the marketing and commercial activities of the enterprise; analysis of the marketing budget and the validity of marketing plans.

10. Strategic management, SWOT-analysis. Taking into account the analysis, it is necessary to formulate the mission of the organization, which contains the following elements: proclamation of values and beliefs; products that the company produces or needs that it intends to meet; the market in which the company can be positioned and the means to enter it; key technologies to be used; strategic principles of development.

11. Proposals to improve the activities of the enterprise on the complex task defined for the group.

12. Registration of the report.

INDIVIDUAL TASKS

for distance learning internship for students of educational degree “Master”
specialty 073 “Management”

(educational and professional program “Management of investment activity and
international projects”)

Group I. Develop an investment strategy for enterprise development.

Group II. Develop a business plan for an investment project to improve the financial and economic condition of the enterprise.

Group III. Develop an investment and innovation scenario for enterprise development.

Group IV. Develop an investment strategy of the company to attract foreign investors.

Group V. Develop an innovative development project to improve the investment attractiveness of the enterprise.

An individual task is given to each group of students separately.

PREPARATION OF DIARY AND REPORT ON DISTANCE LEARNING INTERNSHIP

While on internship, each student keeps a diary (Annex A) of the internship, noting the work done in accordance with the internship program.

The distance learning internship by a group of students is finalised in the form of a report (Annex B) with a total volume of 25-30 pages, which has the following structure (approximately):

Introduction

Section 1. General characteristics of the enterprise.

Section 2. Organizational structure and management system at the enterprise.

Section 3. Assessment of financial and economic performance of the enterprise.

Section 4. Individual task

4.1. Analysis.....

4.2. Directions for improvement

4.3. Calculation of the effectiveness of areas for improvement.

Conclusions and recommendations

References

Appendices

The internship report is drawn up on A4 sheets.

The page of the text is limited to the margins: left - 20 mm, right - 10 mm, top - 20 mm, bottom - 20 mm.

MAKING A TEST IN INTERSHIP

At the end of the term of distance learning intership each group of students prepares a report and together with the completed diaries hands over to the supervisor of intership.

Evaluation of the intership is based on the following criteria:

The content of intership modules, their evaluation in points and forms of current control of students' knowledge

№ of Module	Module element	Scores		Current control of students' knowledge	
		Min	Max	Form of control	Responsible for control
1	Execution of the calendar schedule of practice	15	25	Current	Supervisor of intership
2	Contents of the practice report	15	25	Checking the report	Supervisor of intership
3	Reporting	15	25	Checking the report	Supervisor of intership
4	Assessment of acquired knowledge, skills and abilities at the enterprise	15	25	Defense of the report	Commission of the department
Total for the module		60	100	X	X

The grade for the intership is entered in the test-examination list and in the student's record book in accordance with the national scale:

Correspondence of the assessment in points on a 100-point scale to the national scale estimates

Final semester rating	Score in national scale
1	2
90-100	excellent
74-89	good
60-73	satisfactory
0-59	unsatisfactory

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**DIARY OF
DISTANCE LEARNING INTERNSHIP**

Students _____
(full name)

Faculty of agrarian management

Department of production and investment management

Educational degree Master

Educational and professional program "Management of investment activity and international projects"

Specialty 073 "Management"
(name)

____1____ course, group _____

Continued Annex A

Student _____
(full name)

Beginning of the internship

«06» June 2022

(signature)

(position, full name of responsible person)

End of the internship

«15» July 2022

(signature)

(position, full name of responsible person)

Annex B
MINISTRY OF EDUCATION AND SCIENCES OF UKRAINE

**NATIONAL UNIVERSITY OF LIFE AND
ENVIRONMENTAL SCIENCES OF UKRAINE**

Department of production and investment management

REPORT

about distance learning internship on
(Name of Company)

Student of the Specialty
073 "Management"
faculty of Agrarian Management
Master of 1 year MIAandIP _____ (_____)

Student of the Specialty
073 "Management"
faculty of Agrarian Management
Master of 1 year MIAandIP _____ (_____)

Student of the Specialty
073 "Management"
faculty of Agrarian Management
Master of 1 year MIAandIP _____ (_____)

Term of practice Beginning: 06 June 2022

End: 15 July 2022

Supervisor of the internship from the
university _____ (_____)

Defense score _____

Date « ____ » _____ 20 ____ p.

Kyiv NULES Ukraine – 2022