

**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 FOR ADMISSION TO THE SPECIALTY**

speciality

073 «Management»

Educational program

«Management»

department

Department of Agrarian Management

Developers:

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(position, scientific degree, academic title)

1. Description of the discipline

Educational practice for admission to the profession

(name)

Field of knowledge, speciality, educational program, educational degree		
Educational degree	Bachelor	
Speciality	073 «Management»	
Educational program	Management	
Characteristics of the discipline		
View	Mandatory	
Total number of hours	120	
Number of ECTS credits	4	
Number of content modules	2	
Course project (work) (if any)		
Control Form	<i>Credit</i>	
Indicators of the academic discipline for full-time and part-time forms of education		
	Full-time education	Part-time education
Year of preparation (course)	1	
Semester	2	
Lectures		
Practical, seminar classes		
Laboratory classes		
Independent work		
Educational practice	120 hrs.	
Number of weekly classes hours for full-time study	30 hrs. (4 weeks)	

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

Practical training of higher education applicants is an integral part of training bachelors in a higher education institution (HEI), provided for by the curriculum of the speciality 073 «Management» and aimed at mastering the system of professional knowledge and skills by higher education applicants—skills, competencies, gaining primary experience of professional activity, to promote students' self-development. Practical training is designed to ensure the formation of professional ability and personality traits of a manager.

Organization of practical training of students is carried out following:

- [the Law of Ukraine «On Higher Education» of 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 NUBiP of Ukraine;
- Regulations on practical training of students of NUBiP of Ukraine, approved by the Academic Council of NUBiP of Ukraine on 27.10.2021, Minutes №3;
- [Procedure for conducting laboratory and practical classes in educational \(educational-scientific-production\) laboratories of NUBiP of Ukraine \(as amended\) dated 26.02.2020;](#)
- [Procedure for conducting practical training in educational and research farms of NUBiP of Ukraine, approved by the Educational and Methodological Council of NUBiP of Ukraine on February 24, 2020, Minutes №6;](#)
- [current documents on the organization of the educational process at NUBiP of Ukraine.](#)

According to the curriculum for training higher education applicants for the educational and professional program «Management» in speciality 073 «Management», the educational practice for admission to the speciality is carried out in the second semester for four weeks. It takes 120 hours (4 ECTS).

Educational practice for admission to the specialty takes place during the period of study of general economic disciplines, is a cognitive work that allows you to identify the level of assimilation of theoretical knowledge and practical training by students, the ability to work independently in the chosen profession.

The purpose of the educational practice for admission to the speciality is to familiarize higher education applicants with the introductory provisions on the organization of higher education in Ukraine, the organization of the educational process at the university, the content, nature and features of the future profession, the role of managers of different levels in the management of modern enterprises, the features of the organization of training of management specialists; master the general techniques and methods of managerial decision-making; get acquainted with the content and tasks of management activities.

Tasks of the practice:

1. to acquaint with the structure of the organization and the work of its main structural divisions, types of products, goods, services, the system of economic relations;
2. to acquaint with the functional responsibilities of managers of the organization at all levels of management;
3. to acquaint with the main provisions of the organization of higher education in Ukraine and its features at the university, to provide brief information about the Bologna process;
4. to acquaint with the general issues of the State Standard of Higher Education in Ukraine and the organizational and methodological basis of studying at the university;
5. to acquaint with the peculiarities of the organization of educational, research, independent and educational work at the university, at the institute, at the graduating department;
6. to characterize the latest innovative and computer technologies, methods of activating learning during lectures, seminars, workshops, current and final control of knowledge, state diagnostics of the quality of training of higher education institutions;
7. determine the place and role of the management specialist;
8. to acquaint with the content of the curriculum for the preparation of higher education institutions, the structure, sequence and relationship between disciplines;
9. determine the types, place, content and terms of educational, economic (production), managerial and pre-diploma practices in providing thorough practical skills, abilities, and competencies in the preparation of HEIs;
10. to acquaint with the scope of their future professional activity, the list of the main types of enterprises;
11. to bring to the attention of the HEI the list of positions that can be held by a graduate of the specialty 073 «Management» at enterprises;
12. to provide the HEI with a brief overview of the content of the educational and professional program of the specialty 073 «Management», as well as to acquaint with the professional competencies and the main types and content of the manager's activities.

The result of the educational practice should be: students' awareness of the future field of activity, the content of higher education and professional training, a set of fundamental and professional knowledge, the features of the organization and content of the educational and professional program for the training of management specialists at different levels of higher education in higher education institutions, the essence of the curriculum for the training of these specialists; organization of educational work in HEIs aimed at the formation of national consciousness and dignity citizen of Ukraine, raising the level of general culture, creating conditions for personal development.

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.

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.

The student should write a report on educational practice for admission to the specialty in full compliance with the approved calendar plan and internship program.

For the period of practice at the department, a schedule of consultations with the head of practice is drawn up, according to which the student and supervisor's systematic practical work is ensured.

Before starting the practice, the student must receive methodological recommendations for collecting materials in the structural divisions of the university. All students must complete a safety briefing.

The head of practice from the department acquaints students in detail with the purpose, objectives, content and duration of the practice and coordinates interaction for the period of its passage.

During the internship, the student must comply with the established work schedule and the rules of safety and labor protection.

Within the period established by the calendar plan, the student must submit a diary of educational practice to the department for admission to the specialty and a report on educational practice. The title page of the report must be signed by the department's head of practice.

The practice is provided with the following documents:

- programme practices;
- report on the student's completion of the educational practice on admission to the specialty (Appendix A – title page template);

- practice diary (Appendix C).

Responsibilities of the Head of Educational Practice for Admission to the Profession

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).

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 FOR ADMISSION TO THE SPECIALTY

The content of educational practice for admission to the speciality for higher education applicants is determined by the list and subject matter of academic disciplines that are mandatory for the speciality. During the educational practice for admission to the speciality, applicants for the first (bachelor's) level of higher education must complete several tasks provided by the internship program and publicly present the main results of the work in the written report.

Content module 1. Theoretical foundations of the city of Educational Practice for admission to the specialty

Topic 1. Higher education in Ukraine in the context of the Bologna Process. State Standard of Higher Education in Ukraine

The system of higher education in Ukraine and prospects for its development. Joining the Single European Educational Space. The Bologna Process as a Means of Integration and Democratization of Higher Education in Europe. European Credit Transfer System (ECTS). Table of correspondence of the ECTS grading scale with the national grading system in Ukraine and HEIs. Degree of higher education, a brief description of the levels of training of higher education applicants: the first (bachelor's), the second (master's), Doctor of Philosophy. System of State Standards of Higher Education. Industry standards for the specialty «Management».

Topic 2. Organization of the educational process in higher education institutions and at the faculty

Student self-government. The place of HEIs in the system of higher education and the system of training of personnel by higher educational institutions for the economy of Ukraine. General information about HEIs. The Statute of the HEI, the Internal Labor Regulations of the HEI. The main structural subdivisions of the HEI: rector's office, dean's office, departments, library, auxiliary services. The place and role of the faculty in the organization of the educational process of students. History, traditions, internal regulations, organization of educational, scientific, educational, cultural work at the faculty. The role of educational, research, independent and social activities of students in the formation of specialists in the management of organizations and administration. Students' self-government bodies in higher education institutions and at the faculty: role in the organization of the educational process, life and recreation. Organization of social protection of students in higher education institutions.

Topic 3. History and traditions of the university

Stages of development of a higher educational institution. Brief description of the stages of development of HEIs and faculties. Flag and coat of arms of the university. Formation of the educational complex of higher education institutions, restructuring processes. Material and technical base and its improvement. The role of

rectors, teachers – well-known scientists and educators in developing and forming the modern image of the university. The most famous achievements: scientific works, textbooks, manuals, certificates, patents, etc. Awards of the staff and teaching staff of the HEI. International Relations. Training of foreign citizens in higher education institutions. Guests of honor and delegations. Scientific publications. Printed organ of the HEI.

Topic 4. The profession of «manager»: content, nature and scope of the future professional activity

Sectoral specifics of the content of management training in HEIs. Needs of the economy and training of managers of a new type in Ukraine. Manager as an organizer of specific activities in the organization. The work of a manager at the grassroots, middle and senior levels, managing an organization. Types of enterprises, types of organizations in the market of goods and services. The role of the manager in choosing a strategy and developing tactics for managing economic activities. Development, adoption and implementation of management decisions. The main tasks solved by managers: general management; management of strategic development of the enterprise; organizational change management; management of innovation and investment activities; corporate governance; human resource management; financial management; management of marketing activities of the enterprise. Problems of improving management functions: planning, organizing, motivating, controlling and coordinating the organization's activities. A list of professional titles of work that specialists in the specialty «Management» can perform.

Topic 5. The role of the graduating department in the training of specialists

Acquaintance with the departments of the Faculty of Agrarian Management. List of core disciplines of individual departments. The staff of the graduating department. The role of the graduating department in ensuring the content and organization of training of management specialists: the development of a variable component of the educational program, curricula, the organization of all types of practice and their management, the teaching of specialized professionally oriented disciplines.

Acquaintance with the curriculum: study schedule, academic disciplines and the sequence of their study, structural and logical scheme, total amount of training hours and their structure by forms of organization of training (classroom, independent work), types of classroom classes (lectures, practical and laboratory classes). Characteristics and content of educational and methodological complexes of disciplines in the specialty. Organization of educational work at the graduating department. Characteristics of the main disciplines and special courses assigned to the graduating department. Organization of individual work with students. The order of educational and methodical work at the department. Organization of research activities of teachers and students. Types and content of training sessions (lectures,

seminars and practical classes as the main forms of classroom classes). The main types of lectures are introductory, review, problem, interview, etc. Visual accompaniment of lectures. Reference lecture notes. The order of taking notes of lecture material and its further assimilation. Forms of seminars and practical classes. Features of the use of active learning methods, electronic computers and information technologies in the classroom. Organization of students' independent work in the process of preparation for seminars and practical classes.

Practical training of students in the specialty. The role and place of educational practices in the training of managers. Organization of practice in the center of simulation modeling and reengineering of higher education institutions. Application of new teaching technologies during all training sessions in a higher educational institution and the organization of independent work. Organization and methods of implementation of various forms of control of students' knowledge. The essence of comprehensive diagnostics of students' knowledge in higher education institutions. Testing as a leading method for diagnosing the quality of students' knowledge. Conducting modular control of students' knowledge. The technology of professional state tests. Conditions for admission to the magistracy. Features of the organization of the educational process of students in the specialty. The place of all types of students' activities in the curriculum and their role in the formation of a future specialist. Organization of Students' Independent Work (SRS) and Forms of Its Control. Practical purposefulness of tasks for students' independent work. Normative and methodological support for the implementation of students' independent work. Students' use of educational and methodological developments of the departments of higher education institutions, regulatory documents, industry and periodicals during the implementation of the SRS. The role and place of students' research activities in the professional training of a specialist. International relations of the graduating department, their effectiveness. Material and technical base of the graduating department. Organization of educational work at the graduating department with students. Institute of Mentoring.

Content module 2. Practical aspects of practical training

Topic 6. Information and methodological support of the educational process of the HEI

The essence and components of information and methodological support of the educational process in HEIs. Classification of sources of general, special, methodical and scientific literature, industry publications. The role and place of information and methodological support in the educational and research activities of students. Information capabilities of the HEI website. General information: history of the university; guidance; Faculties; departments; Teachers; forms of education; structural subdivisions; international relations. Present: news; HEIs in the Bologna Process; plan of organizational measures for the current academic year; student life; Student Handbook; schedule of classes, exams. Science: areas of scientific research; scientific schools of the University; scientific conferences of higher education institutions. Educational structural subdivisions. Alumni Association. Trade union. The library of

a higher educational institution as a center of information support for students. Principles and organization of librarianship. Order of work in the library. Features of working with special, methodical and periodical literature. Reference bibliographic apparatus of the library. Possibilities of using domestic and foreign literature. Search for literary sources in the bibliographic database. Independent work with a book. Reader service system. The procedure for using literature on loan, in the reading room, in the hall of receipt of new literature. Search for literary sources and special materials on the Internet. Work with electronic publications. Rules for using the library. Responsibilities of Library Readers.

Topic 7. Experience of enterprises of various forms of ownership and organizational and legal forms of management in modern conditions

Characteristics of the status of the enterprise (term of establishment, form of ownership, organizational and legal form of management, degree of independence, mission of the enterprise, rights and obligations of the enterprise, field of activity, compliance with the requirements for state registration and activities of the enterprise, etc.). Characteristics of economic activity (specialization of the enterprise, predominant types of business operations, other types of activities). The nature of the organization of enterprise management (organizational structure of enterprise management, characteristics of individual structural units, their functional purpose, rights, duties, powers, the nature of regulation of the activities of individual employees of the enterprise (contracts, job descriptions, etc.)). Organization of planning and economic activity at the enterprise. Analysis of the main functions assigned to the planning and economic service, its relationship with other structural units in the process of performing functional tasks. Organization of work with the personnel of the enterprise, quantitative and qualitative composition of the personnel service. Analysis of normative documents regulating its work (regulations on the personnel service and job descriptions of personnel service employees). Evaluation of the personnel policy carried out at the enterprise, advanced training of employees, certification of employees, implementation of measures to strengthen the cohesion of the workforce and the formation of a socio-psychological climate, drawing up plans for the development of a business career. Organization of marketing and commercial activities at the enterprise. Functions and tasks performed by specialists of the relevant services. Analysis of normative documents regulating their activities (regulations on relevant services, job descriptions of specialists), quantitative and qualitative composition of specialists.

Topic 8. The role of the manager in improving the socio-economic efficiency of modern enterprises

Functions, typical tasks and skills that a manager must possess in order to ensure the competitive development of the enterprise. Development of strategic directions for the development of the enterprise. Planning and forecasting of the company's activities. Development and implementation of innovations. Formation of the optimal range of products. Human Resource Management. Planning of personal work of the company's personnel. Organization and rationalization of workplaces.

Development of effective motivation and remuneration systems. Managerial decision-making. Organization of crisis management. Management of quality and competitiveness of products. Implementation of sales and commercial activities. Formation of the company's image. Control over the implementation of management decisions.

Topic 9. Student's professional self-determination

Requirements for the personality of the manager. Business skills: competencies (professional knowledge and practical experience) and organizational skills. Personal characteristics: volitional, moral and psychological traits, health and lifestyle. Entrepreneurship and sociability. Leadership. Methods for assessing the personal characteristics of a manager are quantitative and qualitative, predictive and practical. Sources of information: official documents, conversations and surveys, sociological observations. Self-improvement. Self-management. Determination of individual professional interests of students. Methods of students' self-assessment: students' knowledge of their own professional abilities, identification of strengths and weaknesses, determination of starting conditions and range of creative potential. Determination of students' professional orientation: assessment of the degree of inclination to managerial activity, clarification of their strengths and weaknesses as a person – a future manager.

Topic 10. Students as the main carrier of information for the popularization of the faculty and the university

Formation of career guidance materials: booklets, videos. Active promotion of the faculty and the university.

Titles of content modules and topics	Full-time	
	Week	Number of hours
Content module 1. Theoretical foundations of the city of educational practice for admission to the specialty		
Topic 1. Higher education in Ukraine in the context of the Bologna Process. State Standard of Higher Education in Ukraine	1	10
Topic 2. Organization of the educational process in higher education institutions and at the Faculty	1	10
Topic 3. History and traditions of the university	1	10
Topic 4. Profession «manager»: content, nature and scope of future professional activity	2	15
Topic 5. The role of the graduating department in the training of specialists	2	15
<i>Total for Content Module 1</i>		<i>60</i>
Content module 2. Practical aspects of practical training		
Topic 6. Information and methodological support of the educational process of the HEI	3	15
Topic 7. Experience of enterprises of various forms of ownership and organizational and legal forms of management in modern conditions	3	15
Topic 8. The role of the manager in improving the socio-economic efficiency of modern enterprises	4	10
Topic 9. Student's professional self-determination	4	10
Topic 10. Students as the main carrier of information for the popularization of the faculty and the university	4	10
<i>Total for Content Module 2</i>		<i>60</i>
Total Hours		120

DRAWING UP A DIARY AND A REPORT ON THE COMPLETION OF EDUCATIONAL PRACTICE

Upon completion of the educational practice, the higher education applicant submits a report to the head of the practice at the department. The practice report should contain a brief description of the activities performed in accordance with the tasks listed in paragraph 2, as well as contain thorough conclusions. The practice report reflects the results of the completed program issues and contains conclusions and recommendations.

The report should cover all aspects of the student's activities at the internship site and should be structured as follows:

- title page (Appendix A);
- practice diary (Appendix C) on the student's performance of the tasks of the internship program;
- content (Appendix B – indicative scheme);
- list of symbols, symbols, units, abbreviations and terms (if necessary);
- introduction, which substantiates the importance of practical training of a management specialist, indicates the object, purpose and objectives of the practice (1-2 pages);
- the main part in accordance with the content of the practice, which provides systematized and analyzed information in accordance with the subsections of the Internship Program;
- conclusions and proposals, in which it is necessary to briefly formulate the main conclusions, proposals and recommendations in accordance with the internship program;
- list of references;
- appendices (as required).

All components of the practice report require proper and competent execution.

The total volume of the report on the completion of the educational practice should be from 30 to 40 pages of printed text, not including appendices (the interval is one and a half). The report is prepared using Microsoft Office Word according to the following parameters:

- font – Times New Roman 14;
- line spacing 1.5;
- margins: left margin – 30 mm, right margin – 10 mm, top and bottom – 20 mm;
- Page numbering is in the upper right corner.

The list of references is an element of the bibliographic apparatus, which contains bibliographic descriptions of the sources used, is placed after the conclusions and is drawn up in accordance with the general rules and basic requirements for compiling a bibliographic description according to DSTU 8302: 2015 Information and documentation.

When compiling the list of references, the following possible options for its presentation are provided:

- in the order in which the links appear in the text (the most convenient for use and recommended when writing a report),
- in alphabetical order by the names of the first authors or titles, in chronological order.

While in practice, each student keeps a **diary** (Appendix B) of practice, noting the work done in accordance with the internship program.

Rules for keeping and designing a diary

1. A diary is the main document of a student during an internship.
2. During the practice, the student must write down in the diary in short ink every day everything that he did during the day to fulfill the calendar plan for the internship.
3. At least once a week, the student is obliged to submit the diary for review to the head of practice from the university, who checks the diary, makes written comments, gives additional tasks and signs the notes made by the student.
4. Upon completion of the internship, the diary is submitted to the head of the internship from
5. The bell.
6. The student must defend the completed diary in front of the commission of the university.
7. Without a completed diary, the practice does not count.

SUMMING UP THE RESULTS OF THE EDUCATIONAL PRACTICE AND THE CRITERIA FOR EVALUATING THE REPORT

The general form of the student's reporting on the educational practice is the execution of a comprehensive written report, evaluated by the head of the internship.

The final grade is determined taking into account the timeliness of the report, the quality of the presentation, which characterizes the student's progress and level of knowledge. In order to objectively assess the knowledge and skills acquired by students during the educational practice, its final assessment is carried out taking into account the criteria given below.

The final grade for the educational practice is entered in the student's record book.

In case of non-submission of reports, other mandatory documents or receipt of an unsatisfactory final grade based on the results of educational practice, the student is sent for repeated practice.

The procedure, deadlines and defense of the report are established by the dean's office in accordance with the calendar plan, namely, within 10 days from the date of completion of the educational practice, the department establishes a schedule for the defense of reports of applicants for the first (bachelor's) level of higher education:

- the report is approved together with the practice diary, then registered at the department and submitted for verification to the head of practice from the department;
- in the process of preparing and writing reports, the student has the right to consult with the head of practice from the university;
- the deadline for submitting a report to the department is at the end of the internship, but no later than 3 days after the end of the internship;
- In case of delay in the submission of the report for more than a week, the work can be considered only with the permission of the head of the department.

The report, together with the diary, is submitted in due time to the head of practice from the university for verification, review and admission to the defense.

Based on the results of checking the report, the head of the practice decides to admit it to the defence or return it to the student for revision in accordance with the specified comments.

The completed report together with the diary are submitted to the defense of the commission, which is appointed by the head of the department. The commission consists of teachers of the department, who are responsible for organizing and conducting educational practice.

During the defense of the report, the student must report on the work done, show knowledge of theory and practical skills in organizing work on the basis of practice, indicate the main ways to improve the activities of enterprises.

The assessment of the internship consists of the sum of points that are set by the head of the internship based on the consideration of the practice materials and based on the results of the student's presentation of the main provisions of all sections of the report.

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

Evaluation Criteria for Educational Practice Report

Salary No.	Evaluation criteria	Maximum number of points
1.	Characteristics of the head of educational practice for a higher education applicant	10
2.	Fulfillment of the internship schedule	10
3.	The content of the practice report (structural and logical structure of the work, compliance of the plan and content of the work with the tasks of the practice; completeness of the disclosure of the tasks)	25
4.	Preparation of the report (compliance with the general standards of text, tables, diagrams, figures, links)	15
5.	Level of validity, reality of conclusions and proposals	10
6.	The level of mastery of the issues of the program of educational practice (theoretical and practical parts)	10
7.	Defense of the practice report (report: clarity, logic, brevity of presentation; answers to questions: completeness, correctness, argumentation)	20
Total Maximum Points		100

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 NUBiP of Ukraine» (order of enactment dated 26.04.2023, Minutes № 10).

Rating of the higher education applicant points	National assessment based on the results of exams and tests	
	Examinations	Credits
90-100	Perfectly	Enrolled
74-89	well	
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

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Appendix A
Sample design of the cover page of the report

**NATIONAL UNIVERSITY OF LIFE RESOURCES
AND ENVIRONMENTAL MANAGEMENT OF UKRAINE
FACULTY OF AGRARIAN MANAGEMENT**

Department _____

**REPORT
EDUCATIONAL PRACTICE FOR ADMISSION TO THE
SPECIALTY**

applicant of the first (bachelor's) level of higher education
of the 1st year
Faculty of Agrarian Management
specialty 073 «Management»

(Name of the applicant) (Signature)

Head of Practice:

(scientific degree, academic title)

(Name of the head) (Signature)

Score:
On a national scale _____
Score _____

Members of the Commission: _____
(Signature) (Name)

(Signature) (Name)

(Signature)

(Name)

Kyiv NUBIP of Ukraine – 202__

CONTENT ENTRY

Chapter 1. Higher education in Ukraine. Organization of the educational process at the National University of Life and Environmental Sciences of Ukraine

- 1.1. The system of higher education in Ukraine.
- 1.2. Joining the Single European Educational Space.
- 1.3. Degree of higher education, brief description of educational and qualification levels of training.
- 1.4. General information about NUBiP of Ukraine.
- 1.5. The main structural subdivisions of NUBiP of Ukraine and the Faculty of Agrarian Management.
- 1.6. Self-government bodies of higher education applicants at NUBiP of Ukraine and the Faculty of Agrarian Management.

Chapter 2. The profession of «manager»: content, nature and scope.

- 2.1. Needs of the economy and training of managers of a new type in Ukraine.
- 2.2. The work of a manager at the grassroots, middle and top levels, management of the organization.
- 2.3. Types of enterprises, types of organizations in the market of goods and services.
- 2.4. Development, adoption and implementation of management decisions.
- 2.5. The main tasks solved by managers: general management; management of strategic development of the enterprise; organizational change management; management of innovation and investment activities; corporate governance; human resource management; Financial Management: Management of the marketing activities of the enterprise.
- 2.6. List of professional titles of work that specialists in the specialty «Management» are capable of performing.
- 2.7. Functions, typical tasks: and skills that a manager should possess in order to ensure the competitive development of the enterprise.
- 2.8. Development of effective motivation systems.

Chapter 3. Professional self-determination.

- 3.1. Requirements for the personality of the manager. Business skills: competencies (professional knowledge and practical experience) and organizational skills.
- 3.2. Sources of information: official documents, conversations and surveys, sociological observations.
- 3.3. Self-improvement. Self-management. Determination of individual professional interests of higher education applicants.

Chapter 4. Student as the main carrier of information for the popularization of the faculty and the university

- 4.1. Formation of career guidance materials: booklets, videos.
- 4.2. Active promotion of the Faculty and the University.

CONCLUSIONS

REFERENCES

APPENDICES (if needed)

Appendix C

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY OF LIFE AND ENVIRONMENTAL SCIENCES
OF UKRAINE**

Faculty of Agrarian Management

Pulpit _____

**TRAINING DIARY
PRACTICES FOR ADMISSION TO THE PROFESSION**

(base of educational practice – name of the laboratory)

applicant of the first (bachelor's) level of higher education of the 1st year
Faculty of Agrarian Management
specialty 073 «Management»

(Name of the applicant)

Kyiv NUBIP of Ukraine – 202__

